

SOUTH CENTRAL REGIONAL TRANSIT DISTRICT BOARD OF DIRECTORS

September 23, 2026-1:30 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.



Meeting link:

<https://donaanacounty.webex.com/donaanacounty/j.php?MTID=m9efebf3a5938c531feca7c28cbb12476>

Meeting number:

2634 077 2793

Meeting password:

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SOUTH CENTRAL REGIONAL TRANSIT DISTRICT
Board Meeting
September 23, 2026 – 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 22, 2026
7. Executive Director's Report – *David Armijo*
8. A Discussion to Introduce the South Central Regional Transit District's New Employee – *Adam Shea*
9. Discussion and Direction for the Santa Teresa Port of Entry Pedestrian Intercept Survey and Border/Workforce Connector Planning – *David Armijo*
10. A Resolution Approving the South Central Regional Transit District Amendment to SCRTD HR Manual – *Liza Alonzo*
11. A Resolution Approving the South Central Regional Transit District Amendment to SCRTD Drug and Alcohol Policy Reflecting FTA Changes – *Sara Vasquez*
12. Discussion and Approval of the City of Las Cruces Membership Dues Adjustment and Draft Agreement – *David Armijo*
13. A Resolution Approving the South Central Regional Transit District FY2028 Section 5310 Grant Overview – *David Armijo*
14. A Resolution Approving the South Central Regional Transit District FY2028 Section 5311 Grant Overview – *David Armijo*
15. Adjournment - **Next Board Meeting on October 21, 2026**

**South Central RTD
Board of Directors Meeting
Wednesday,
July 22, 2026 - 1:30 PM**

MINUTES

MEMBERS PRESENT:

Manuel Sanchez, SCRTD Chair, Doña Ana County/Commissioner
Maria Burciaga, SCRTD Alternate, City of Sunland Park/Councilor
Biviana Cadena, SCRTD, Member, Town of Mesilla
Majorie Powey, SCRTD Member, Village of Williamsburg/Mayor Pro-Tem
Gabriel Holguin, SCRTD Vice-Chair, City of Anthony/Mayor
John Munoz, SCRTD Member, City of Las Cruces/Mayor Pro-Tem

MEMBERS ABSENT:

Robert Martinez, SCRTD Member, Village of Hatch/Trustee

OTHER ATTENDEES:

Ingo Hoepfner, City of Truth of Consequences

SCRTD STAFF:

David Armijo, SCRTD Executive Director
Danielle Granados, SCRTD Executive Assistant
Daniela Gutierrez, SCRTD Project Manager
Liza Alonzo, SCRTD Grants Administrator
Sara Vasquez, SCRTD Human Resources
Crystal Gomez, SCRTD Accounting Assistant
Veronica De La O, SCRTD Administrative Assistant
Adam Shea, SCRTD Finance Manager
Rosa Isela Talamantes, SCRTD Senior Accountant
Loretta Gallegos, SCRTD Transit Manager

OTHERS PRESENT:

1. CALL TO ORDER

Manuel Sanchez called the meeting to order at 1:34 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

Move up item seven, the minutes, prior to public input.

Motioned to approve agenda as amended by Manuel Sanchez, second by Biviana Cadena. Passed unanimously.

7. APPROVAL OF SOUTH CENTRAL REGIONAL TRANSIT DISTRICT MEETING MINUTES OF JUNE 24, 2026

Minutes motioned by Biviana Cadena, second by Maria Burciaga. Passed unanimously.

5. PUBLIC INPUT

Sara Vasquez presented the Doña Ana Interns, Damien Ibarra, Melanie Nieto, and Angeles Romero. They will be serving for Doña Ana Continuous Internship as summer interns.

Melanie Nieto just graduated from Gadsden High School. She will be going to NMSU to get her bachelor's in social work. Demien Ibarra just graduated from Chaparral High School and going to DACC to continue bachelor's in culinary. Angeles Ramos is currently going to be a senior at Gadsden High School and plans to graduate and go to UNM and get her bachelor's as a sign language interpreter. Manuel Sanchez welcomed them. David Armijo spoke about the program with Suncity whom he worked for years ago and that for many it was their first job. They are hoping to do more internships during the course of the school year.

6. EXECUTIVE DIRECTOR'S REPORT - DAVID ARMIJO

David Armijo discussed service. There has been an interesting learning curve as the summer months as they put some weekend service in place last year in the spring. The summer months the services were not going as well. They are planning on bringing them back in the fall. Green route to do a redesign, it is an express run not really a fixed route, limited services. They could take some of the savings and add another late night trip (really late afternoon trip). Trip after 4:00, get people back into Hatch and then bring another trip back after 5:00. There are two routes that overlap Magenta in the East Mesa, when the two buses connect at DACC, schedule the Magenta as it has more latitude to make the connections and take over the trips and take people from DACC through the area along Sonoma Ranch, then to the hospital district, to the mall, and then coming to NMSU. The Green route used to end there, now the Magenta will continue to the Move-It Center. This allows the Magenta to connect to all the city routes SCRTD has and to other routes from the Move-It Center and NMSU. The Blue route has been interesting and done very well with some added some stops. Next hopefully work with the folks at the lake and find a way to get a little bit further into the lake. It is providing additional services onto the weekend with Friday/Saturday trip which helps augment the Blue route. Blue route continues to grow services and has done very, very well. Continue to work with Sierra County, T or C, Elephant Butte, and Williamsburg as that route continues to grow. They will try and work with Elephant Butte next year, probably worked with the wrong people in the first place. Manuel Sanchez stated he can help with connection to the State Parks Office.

Ridership growth. As of June approaching 167,000 trips. That is more trips than all of last year. Right now, including partial July, 180,000 trips. Current estimate, target

is around 203,785. They keep doing things. Their service is so different and depends on how it is approached and what information gain from the community and how to respond. They just added Passio GO for the office, but it can interface with GTFS, They are using Google maps which is passive, but with their cameras with Passio GO can get real time information on the bus.

Manuel Sanchez states he has done some traveling and seen that it shows real time and is helpful.

8. BOARD RESOLUTION TO ADOPT AN INDEPENDENT TRANSIT ASSET MANAGEMENT PLAN - DAVID ARMIJO

David Armijo stated the U.S. Department of Transportation Federal Transit Administration requires transit agencies of size to have a regular plan. Four years ago the state to start developing their own plan and the plan was to spin off the districts, NCRTD, Rio Metro, and SCRTD. A plan was developed and brought it to the board three years ago. The state decided to keep them all together and SCRTD went with the group. To remain in the group now there are a number of things that would need change. They already have a plan that has been updated by a professional planning organization to meet the requirements that they need to have with the Federal Transit Administration. He will submit that document, today's resolution, to the regional office in Ft. Worth that this is the plan going forward for the next four years. David stated the others in the group will be doing the same thing in the next round.

Majorie Powey asked what is the SBLBF . David Armijo stated they are the contractor that did the SCRTD 10-year plan and so he had them do this plan also. SBLBF is the name of the ownership of the company, people's names.

Resolution motioned by Gabriel Holguin, second by Manuel Sanchez. Passed unanimously.

9. BOARD RESOLUTION AND APPROVAL OF THE ADA FIXED ROUTE AND PARATRANSIT PLAN - DAVID ARMIJO

David Armijo stated the Americans with Disability Act was passed by legislation and went into effect July 1990. He was in Dallas and in charge of all the suburban operations and the contract transit services. He was asked by President George Bush, Sr. to have a series of buses available, prepped by the Secret Service. Going to have 50 congressmen fly into Dallas and sign the document that would memorialize the ADA. This provided a way to ensure that buses were going to become accessible, allow people with various disabilities access to the bus stop, if they could not get to the bus stop then a special demand service. What has been discovered since that time is that even though buses are now accessible, bus stops are not necessarily accessible. This is for fixed route and paratransit. Services up until now, all nine bus routes, have been identified as express bus services as have limited services in the a.m. and the peak and do not run as often. There are some now that are every hour, the Yellow route in the southern district runs every 40 minutes. Some of those routes could be ADA qualified. Last month the board approved having a third party company come in, evaluate the routes, determine which would need to ADA and where we need to develop a service for that.

Manuel Sanchez stated that the resolution is on page 14 of the agenda packet. Majorie Powey asked about the senior center and if it provides transportation in that category. Las Cruces does have this service, a well defined paratransit program, and have a distinct van program. The senior van program has been merged with the ADA and so carry both riders together at different times.

Resolution motioned by John Munoz, second by Biviana Cadena. Passed unanimously.

10. BOARD RESOLUTION AND APPROVAL TO RELEASE RFP FOR PARATRANSIT SERVICE AND ADA CERTIFICATION CONTRACT - DAVID ARMIJO

David Armijo stated they are trying to do two things with this contract. Once it is determined independently they are going to have to do certain routes will be paratransit and certain routes will not be. A third party contractor would evaluate individuals to whether or not they would be getting to the bus stop to ride the bus. This would proceed on whether they have a special vehicle demand response to come pick them up. The second part would be to have a contractor to perform the actual service to go out and pick up people in the communities. This would be the Red, Purple, and Yellow routes to be looked at. To control the cost, they would provide the vehicles. There would be no fixed cost into the contract by the contractor. Get a great deal on WEX discounts for fuel so they would pick up the fuel cost. To start this in phase one they would provide the vehicles, fuel, insure the vehicles, and provide a location for the vehicles, Anthony and/or Sunland Park. In working with FTA and civil rights groups will give time to come to Las Cruces. This will be challenging. There are companies like Amistad, First Transit that can do it. If they cannot find a contractor that is reasonably prices, SCRTD will do it, but have to hire more staff. They would like to get the contract by the end of August.

Resolution motioned by Gabriel Holguin, second by Manuel Sanchez. Passed unanimously.

11. BOARD RESOLUTION TO APPROVE SUBMITTAL OF FY2028 5310 AND 5311 ANNUAL GRANT APPLICATIONS - LIZA ALONZO

Liza Alonzo stated they are asking for the boards approval to apply for the 5310 and 5311 application to the Federal Transit Administration that they apply for each year. This assists them in operations for seniors, individuals with disabilities, as well as rural areas.

Resolution motioned by Gabriel Holguin, second by Biviana Cadena. Passed unanimously.

12. APTA AWARDS SUBMITTAL REPORT - DANIELA GUTIERREZ

A video was shown for that was submitted for the APTA Award.

Daniela Gutierrez stated the award ceremony is in October. They hope to hear results by late August or September. Manuel Sanchez said it would be nice for the team to

get recognition for all their hard work. David Armijo stated they need to do a better job of telling the story from the writers perspective.

13. A RESOLUTION APPROVING THE SOUTH CENTRAL REGIONAL TRANSIT DISTRICT AMENDMENT TO THE FY2026 BUDGET - ADAM SHEA

Adam Shea stated this is to request a budget amendment to fiscal year 2026 which is actually quite minor. \$17,464 increase in the expenditure portion of the expenditures of the budget. In revenue it is an increase of \$38,228 which offsets the \$17,000 for expenditures. For capital an increase of \$362,817 for the New Mexico Matching grants that we got for this year. The major increase as far as expenditures do with personnel services and that is due to changes in service from one time period to another. It just increased our expenditures more than anticipated. In looking at the total amounts, expenditures will be total 100% expended for the year. The reason for revenue increase is because of the carryover, as well as the van pool, and miscellaneous other revenue.

Resolution motioned by John Munoz, second by Manuel Sanchez. Passed unanimously.

14. A RESOLUTION APPROVING THE SOUTH CENTRAL REGIONAL TRANSIT DISTRICT YTD FINANCIALS FOR FY2026 - ADAM SHEA

Adam Shea stated SCRTD has been extremely successful this past fiscal year. As of June 30th there is a total of \$427,198.29 in the bank. They are still working to increase that. They opened another secondary account at Wells Fargo Bank which is going to be able to help with depositing fare box revenue. The fiscal year 2026 reflect a successful year of operations with the District maintaining a strong financial position while fully executing its approved operating budget. Total operating expenditures reached \$3,960,237, and that is 100% of the expenditure budget. This is the first time SCRTD did this. Personnel services of \$2,312,846, and employee benefits of \$714,484, which is 76.4% of the expenditure budget. The secondary is the travel and maintenance. They did increase in travel expenditures this year. Maintenance is the bigger portion of this section. Again 100% of the expenditures throughout the year. Still going strong.

Revenue section. They collected 83.8% of the overall revenue budget. There are several items still awaiting to receive and several items they expect to collect. Much of the revenue budget is still wrapped up in FTA applications that have been submitted. Did receive \$3,360,025 this year. Still have another \$100,000 that is billed out. There is a reserve of about \$47,526 to carry over into the next fiscal year.

Capital. They have only collected 30.7% of the amounts budgeted for fiscal year '26. The capital budget does expend over five years, so able to take the remaining amount and carryover into the fiscal year '27. That was discussed last month. Collected a total of \$3,255,779. And still have projects that are ongoing. Still awaiting receipt of buses or vehicles that are outstanding, as well as construction projects. Some of the 5307 funds are amounts that are in applications that have been submitted. Fiscal year 2024 has been approved, and fiscal year 2025 has been approved, yet the grant has not been executed yet. There are some funds over from the Mesilla Valley MPO that they will be receiving in fiscal year '27. Once the solar is completed they will have a

better understanding how that will be able to supplement the electricity and revenue potential.

Resolution motioned by Biviana Candea, second by Gabriel Holguin. Passed unanimously.

15. A RESOLUTION AUTHORIZING SOUTH CENTRAL REGIONAL TRANSIT DISTRICT TO PROCEED WITH TRANSFER OF FEDERAL GRANTS FROM NMDOT TO SCRTD - DAVID ARMIJO

David Armijo stated the resolution is the longest resolution they have done. He made a request to the NMDOT and to the Federal Transit Administration via a letter. He was happy to receive their response which is transfer the two outstanding grants, Venus Construction Project which as of September will be two years old, the ExpressBus Contract is one year old. We have graduated to be a direct recipient and manage several grants. Received 5311 urban funds from 2024 in the month of June. And already started receiving money from the grant over \$255,000. That grant is one million dollars, and that is operating funds they are receiving from two years ago and getting reimbursed now. The second grant which is also urban is from 2025 and Adam has that in his box and ready as soon as the grant has been executed. SCRTD is already managing two other grants, and this will bring them to four grants in TrAMS and funding. With this action today they will be submitting this letter and the resolution to New Mexico DOT letting them know that SCRTD has decided that in the letter they want both of those grants transferred to them. They will then be able to move directly in the work with FTA, takes NMDOT out of the loop. They lost the first property they went after. The property they have now which is next door, which is a little better property, and cheaper to develop, but it is going to cost about \$200,000 more than the other property. Two years have gone by, prices have gone up. David Armijo read the section whereas one through eight. These grants \$2.4 million and \$4 million will be transferred into a federal account called TrAMS that will be accessed by David Armijo, Adam Shea, and Liza Alonzo. They will keep track of the grants and work through the process. They have close relationships with people in Ft. Worth. It does accept the administrative responsibility and that is a significant thing. By direction of this David Armijo gets the authority to prepare and execute these grants and letters, for which he is already doing with the staff. Local matching funds, they have already acquired. Federal and state compliance, they just passed their TrAMS review and did really well with that and will not have to do that for three more years. Planning requirements, they will continue to be responsible to the two MPOs doing the regional plans and working together and have been for more than a decade. Property acquisition, if they move forward with the appraisal this month, then move forward, then in early fall make that acquisition. The resolution today does move this process forward to the next step.

Resolution motioned by Gabriel Holguin, second by Manuel Sanchez. Passed unanimously.

16. ADJOURNMENT - NEXT BOARD MEETING - SEPTEMBER 23, 2026

Motion to adjourn by Gabriel Holguin, second by Manuel Sanchez. Meeting adjourned at 2:52 p.m.

Chairperson

Board Reports:

Item # 6: Approval of South-Central Regional Transit District Meeting Minutes of July 22, 2026

Item # 7: Executive Director's Report

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

Armando Baltazar has been hired as a Budget Analyst and brings 18+ years of accounting and financial experience, including extensive expertise in budget management, financial analysis, and forecasting. He holds a Bachelor of Arts in Accounting from UTEP and an MBA from Baylor University's Hankamer School of Business. His background includes senior financial roles in healthcare, higher education, utilities, and corporate environments, with experience in budget development, cost reduction, financial reporting, and strategic decision support.

Item # 9: Discussion and Direction for the Santa Teresa Port of Entry Pedestrian Intercept Survey and Border/Workforce Connector Planning

Purpose

To brief the Board on a potential expansion of the planned Santa Teresa workforce transportation service to include the Santa Teresa Port of Entry (POE) and to seek Board direction to coordinate with the El Paso Metropolitan Planning Organization (EPMPO), Border Industrial Association (BIA), and other regional partners on a pedestrian intercept survey before the final route and operating plan are established.

Background

SCRTD is developing a new Santa Teresa service connecting the Santa Teresa Industrial Park, Sunland Park, and the Westside Transit Center in El Paso. The current Jupiter Workforce Mobility Pilot concept anticipates using two to three battery-electric vans for peak-period and midday workforce transportation, integrated with the existing SCRTD regional transit network. The current planning concept is a 12- to 18-month demonstration program. The existing planning-level annual operating estimate for a two-vehicle pilot is approximately \$213,000 to \$250,000 and should not be interpreted as the incremental cost of adding the Port of Entry.

Staff research identified a potentially significant additional market at the Santa Teresa Port of Entry. According to EPMPO data supplied by U.S. Customs and Border Protection, 152,147 northbound pedestrian crossings occurred at the Santa Teresa POE during calendar year 2024, an average of approximately 416 crossings per day. These figures represent crossings rather than unique individuals and do not identify where travelers go after entering the United States or how they complete their trip.

Discussion

SCRTD does not currently have sufficient local information to determine how many pedestrian crossers are picked up by family or friends, use taxi or rideshare services, continue walking, work in the Santa Teresa industrial area, travel to Sunland Park or El Paso, or would use an SCRTD transit connection if one were available. Staff therefore recommends a short bilingual pedestrian intercept survey at or immediately adjacent to the Santa Teresa Port of Entry, subject to all

required federal, state, and facility permissions.

The proposed study would seek approximately 350 to 400 completed surveys over three to five days and include weekday and weekend observation periods. The survey would collect information on destination, trip purpose, current onward transportation, crossing frequency, crossing and return times, transit interest, preferred connection points, and acceptable wait or transfer time. Staff also recommends an observational count to document how pedestrians leave the inspection area. No personally identifying information would be necessary.

Using the verified 2024 average of approximately 416 northbound pedestrian crossings per day, planning-level sensitivity scenarios indicate that a 5% to 20% transit capture could represent approximately 21 to 83 northbound customers per day. These figures are sensitivity scenarios only, not ridership forecasts. A local intercept survey is necessary before SCRTD establishes a formal ridership projection.

Rather than establish a separate border route, staff recommends studying the Santa Teresa Port of Entry as an additional anchor for the planned Santa Teresa/Jupiter service. The preliminary corridor would connect the Santa Teresa Port of Entry, Santa Teresa industrial and business parks, Sunland Park, and the Westside Transit Center, with connections to the broader SCRTD and Sun Metro networks. Final stops, schedules, service span, vehicle requirements, and frequency would be determined after the survey.

Regional Partnership

Staff recommends requesting EPMPO participation in survey methodology and design, technical review, border-agency coordination, existing origin/destination data, data analysis, and identification of planning funds or consultant resources. Staff also recommends requesting BIA assistance with employer outreach, identification of cross-border employee travel patterns, survey development, coordination with Santa Teresa businesses, and identification of private-sector or in-kind resources that may support the study and pilot.

Financial Impact

There is no requested operating expenditure associated with this Board discussion. The cost of the intercept survey has not yet been established. Staff will first seek technical, financial, consultant, or in-kind participation from EPMPO, BIA, and other partners. The existing planning estimate for the two-vehicle Jupiter Workforce Mobility Pilot is approximately \$213,000 to \$250,000 annually. Any incremental cost attributable to extending service to the Port of Entry will be determined through route and schedule analysis following the survey.

Proposed Schedule

- September 2026 – Board discussion and direction.
- Fall 2026 – EPMPO/BIA coordination and survey design.
- Fall/Winter 2026 – Obtain required access and agency permissions.
- Late 2026/Early 2027 – Conduct pedestrian intercept survey.
- Early 2027 – Analyze findings and develop a final service alternative.
- 2027 – Return to the Board with route, ridership, operating plan, and funding recommendations.

Staff Recommendation

Staff recommends that the Board endorse continued evaluation of the Santa Teresa Port of Entry as part of the planned Santa Teresa/Jupiter Workforce Mobility service; support development of a Santa Teresa pedestrian intercept and origin/destination survey; authorize staff to seek planning and technical assistance from EPMPO and partnership assistance from BIA and other stakeholders; and direct staff to return to the Board with survey findings and a refined route, ridership,

cost, service, and funding recommendation before implementation.

Proposed Motion

Move to endorse continued evaluation of the Santa Teresa Port of Entry as part of the planned Santa Teresa/Jupiter Workforce Mobility service; authorize staff to develop a pedestrian intercept and origin/destination survey and seek planning, technical, financial, consultant, or in-kind assistance from the El Paso Metropolitan Planning Organization, Border Industrial Association, and other stakeholders; and direct staff to return to the Board with the survey findings and a refined route, ridership, cost, service, and funding recommendation before implementation.

Item # 10: Human Resources Policy Amendment Resolution

Staff is requesting Board approval of a resolution to amendment of the South Central Regional Transit District's HR Manual. The proposed changes revise the provisions concerning bereavement leave and paid time off (PTO) cashouts to more clearly reflect the District's current personnel practices and support consistent administration. The document will also be renamed from HR Manual to Employee Handbook, providing employees and supervisors with a clearer and more current reference. Approval of the amendment will authorize the Executive Director to implement the revised Employee Handbook.

Item # 11: Amendment to SCRTD Drug and Alcohol Policy Reflecting FTA Changes Resolution

Staff is requesting Board approval and resolution of updates to the South Central Regional Transit District's Drug and Alcohol Policy to reflect current changes issued by the Federal Transit Administration (FTA). The revisions will keep the District's policy aligned with applicable federal requirements, provide clear guidance for employees and supervisors, and support consistent administration of the District's drug and alcohol program. Approval of the updated policy will authorize the Executive Director to implement the revisions and maintain the District's continued compliance with FTA requirements.

Item #12: Discussion of City of Las Cruces Membership Dues Adjustment and FY2028-2031 Draft Agreement

Staff requests Board approval to revise the City of Las Cruces' annual membership contribution from \$73,344.51 to \$61,261.75, based on the City's 2020 Census population. This is following the request of the City of Las Cruces city manager and legal department.

The City of Las Cruces is the only District member whose annual membership contribution is governed by a separate memorandum of understanding. Legal counsel has advised that the existing agreement remains in effect until either party terminates it upon 30 days' written notice, after which the parties may enter into a new agreement.

Accordingly, District staff recommend negotiating a new agreement with the City that is consistent with the membership framework applicable to all current District members. The new agreement would become effective July 1, 2027, and cover Fiscal Years 2028 through 2031. It would address annual invoicing, the authorized use and reporting of membership funds, future amendments, and termination upon 30 days' written notice.

Item #13: A Resolution Approving the South Central Regional Transit District FY2028 Section 5310 Grant Overview

Staff requests Board approval of the FY2028 Section 5310 Grant application for the purchase of two FrontRunner buses at an estimated cost of \$210,000 each, for a total project cost of \$420,000. The buses will serve as expansion vehicles to strengthen accessible transportation services for seniors, individuals with disabilities, and other eligible riders throughout SCRTD's service area.

Item #14: A Resolution Approving the South Central Regional Transit District FY2028 Section 5311 Grant Overview

Staff requests Board approval of the FY2028 Section 5311 Rural and Intercity Grant application to NMDOT. The proposed budget totals \$2,889,468.63, including funding for administration, capital, and transit operations. The requested federal share is \$1,724,440.58, with a required local match of \$1,165,028.05. Board approval will authorize SCRTD to submit the application and provide the required local match.

RESOLUTIONS:

SOUTH CENTRAL REGIONAL TRANSIT DISTRICT COUNTY OF DOÑA ANA

Resolution No. FY2027-08

A RESOLUTION

APPROVING AMENDMENTS TO THE SOUTH CENTRAL REGIONAL TRANSIT DISTRICT HUMAN RESOURCES POLICY, INCLUDING RENAMING THE HR MANUAL AS THE “EMPLOYEE HANDBOOK,” AND AMENDING PROVISIONS CONCERNING BEREAVEMENT LEAVE AND PAID TIME OFF (PTO) CASH-OUTS

WHEREAS, the South Central Regional Transit District (SCRTD) is a political subdivision of the State of New Mexico and is authorized to provide public transportation services throughout its service area; and

WHEREAS, staff periodically reviews the District's Human Resources Policy and HR Manual to ensure that their provisions remain clear, consistent, and responsive to the District's operational and workforce needs; and

WHEREAS, as part of this review, staff identified the need to update the title of the District's HR Manual to “**Employee Handbook**” to more accurately reflect the purpose and content of the document; and

WHEREAS, staff also identified updates related to bereavement leave and paid time off (PTO) cash-outs; and

WHEREAS, additional minor revisions were made throughout the Employee Handbook to improve formatting, organization, sectioning, consistency, and overall readability, including updates and clarification of the District's recognized holidays and holiday leave provisions; and,

WHEREAS, staff recommends that the Board of Directors approve the proposed amendments, including changing the title of the HR Manual to “**Employee Handbook**” and updating the provisions concerning bereavement leave and PTO cash-outs;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SOUTH CENTRAL REGIONAL TRANSIT DISTRICT THAT:

1. The South Central Regional Transit District hereby approves changing the title of the District's HR Manual to “**Employee Handbook**.”
2. The South Central Regional Transit District hereby approves the amendments concerning bereavement leave and paid time off (PTO) cash-outs as presented.
3. The Executive Director is hereby authorized to implement the revised Employee Handbook and take all actions necessary to administer the approved amendments.
4. The approved amendments shall be incorporated into the District's Employee Handbook and administered consistently with applicable District policies and federal and state requirements.

PASSED, APPROVED, and ADOPTED by the governing body at its meeting of September 23, 2026.

Manuel A. Sanchez
SCRTD Board Chair

ATTEST:

David Armijo
Executive Director, South Central Regional Transit District

**SOUTH CENTRAL REGIONAL TRANSIT DISTRICT
COUNTY OF DOÑA ANA**

Resolution No. FY2027-09

A RESOLUTION APPROVING DRUG AND ALCOHOL TESTING POLICY CHANGES

WHEREAS, the South Central Regional Transit District Board of Directors met in a meeting on Wednesday, September 23, 2026, at the Dona Ana County Offices, 845 N. Motel Blvd., Las Cruces, NM; and

WHEREAS, the South Central Regional Transit District Board of Directors approves a drug and alcohol policy that is intended to comply with the applicable federal regulations governing workplace anti-drug and alcohol programs, more specifically, regulations established by the Federal Transit Administration (FTA) of the U.S. Department of Transportation, 49 CFR, effective Fiscal Year 2026-2027.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South Central Regional Transit District that the Board hereby approves the drug and alcohol testing policy.

PASSED, APPROVED, and ADOPTED by the governing body at its meeting of September 23, 2026.

Manuel Sanchez
SCRTD Board Chair
ATTEST:

David Armijo,
Executive Director

**SOUTH CENTRAL REGIONAL TRANSIT DISTRICT
COUNTY OF DOÑA ANA**

Resolution No. FY2027-10

A RESOLUTION

**APPROVING A BUDGET ADJUSTMENT TO ADDRESS THE CITY OF LAS CRUCES
DISAGREEMENT ON SCRTD MEMBERSHIP INCREASE**

WHEREAS, the South Central Regional Transit District (SCRTD) is a political subdivision of the State of New Mexico and is authorized to provide public transportation services throughout its service area; and

WHEREAS, the South Central Regional Transit District adopted its budget based, in part, on anticipated membership contributions from participating member jurisdictions; and

WHEREAS, the SCRTD membership contribution was increased as part of the District's budget planning and funding requirements; and

WHEREAS, the City of Las Cruces has disagreed to pay the increased membership contribution, resulting in a reduction in anticipated membership revenue to the District; and

WHEREAS, the reduction in anticipated revenue affects the District's adopted budget and requires a budget adjustment to accurately reflect available revenues and corresponding expenditures; and

WHEREAS, the Board of Directors recognizes the need to adjust the District's budget to maintain responsible fiscal management and align expenditures with available funding; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SOUTH CENTRAL REGIONAL TRANSIT DISTRICT THAT:

1. The South Central Regional Transit District hereby approves a budget adjustment to account for the reduction in anticipated membership revenue resulting from the City of Las Cruces declining to pay the approved membership increase.
2. The Executive Director is hereby authorized to make the necessary budgetary adjustments to revenues and expenditures to maintain a balanced and fiscally responsible District budget.
3. The Executive Director is further authorized to prepare and submit any required budget adjustment documentation to the appropriate federal, state, or local agencies and to take all actions necessary to implement the approved adjustment.
4. The adjusted budget shall be administered in accordance with applicable federal and state laws, regulations, District policies, and financial reporting requirements.

PASSED, APPROVED, and ADOPTED by the governing body at its meeting of September 23, 2026.

Manuel A. Sanchez
SCRTD Board Chair
ATTEST:

David Armijo
Executive Director

**SOUTH CENTRAL REGIONAL TRANSIT DISTRICT
COUNTY OF DOÑA ANA**

Resolution No. FY2027-11

A RESOLUTION

**A RESOLUTION AUTHORIZING APPLICATION FOR FY2028 SECTION 5310 GRANT
FUNDING THROUGH THE NEW MEXICO DEPARTMENT OF TRANSPORTATION**

WHEREAS the South Central Regional Transit District (SCRTD) participates annually in the New Mexico Department of Transportation's (NMDOT) call for projects under Federal Transit Administration (FTA) programs; and,

WHEREAS for FY2028, SCRTD proposes a Section 5310 capital grant totaling \$420,000 for the purchase of two FrontRunner buses at an estimated cost of \$210,000 per vehicle; and,

WHEREAS the two FrontRunner buses are proposed as expansion vehicles and will strengthen SCRTD's capacity to provide accessible transportation for seniors, individuals with disabilities, and other eligible riders throughout the District's service area; and,

WHEREAS Section 5310 funding provides essential capital assistance to improve mobility for seniors and individuals with disabilities, and SCRTD will provide the required local match in accordance with applicable program requirements; and,

NOW, THEREFORE, BE IT RESOLVED by the South Central Regional Transit District Board of Directors that the Executive Director is hereby authorized to apply for FY2028 Section 5310 grant funding through NMDOT, accept awarded funds, execute all related agreements and documents, and commit the required local match.

PASSED, APPROVED, and ADOPTED by the governing body at its meeting of September 23, 2026.

Manuel A. Sanchez
SCRTD Board Chair
ATTEST:

David Armijo
Executive Director

**SOUTH CENTRAL REGIONAL TRANSIT DISTRICT
COUNTY OF DOÑA ANA**

Resolution No. FY2027-12

**A RESOLUTION APPROVING SUBMISSION OF THE FY2028 5311 RURAL AND INTERCITY
GRANT APPLICATION TO THE NEW MEXICO DEPARTMENT OF TRANSPORTATION**

WHEREAS the South Central Regional Transit District Board of Directors will consider this resolution at a duly noticed meeting; and,

WHEREAS this application represents a critical funding source that supports the District's rural service routes, maintenance activities, and operational enhancements throughout Doña Ana County and the surrounding rural service areas; and,

WHEREAS the proposed FY2028 Section 5311 budget totals \$2,889,468.63, representing a 16 percent increase over the FY2027 baseline; and,

WHEREAS the FY2028 Section 5311 budget includes \$344,427.98 for administration, \$587,926.28 for capital expenses, and \$1,957,114.37 for operations; and,

WHEREAS the proposed federal share is \$1,724,440.58, with a required local match of \$1,165,028.05. Administrative and capital expenses require a 20 percent local match, while operating expenses require a 50 percent local match; and,

WHEREAS the Section 5311 grant will support SCRTD administrative activities, capital expenses, and rural transit operations for FY2028, thereby supporting the continued delivery of essential transit services; and,

NOW, THEREFORE, BE IT RESOLVED by the South Central Regional Transit District Board of Directors that the submission of the FY2028 Section 5311 Rural and Intercity Grant Application to NMDOT is hereby approved, and that the District affirms its commitment to provide the \$1,165,028.05 required local match for the grant.

PASSED, APPROVED, and ADOPTED by the governing body at its meeting of September 23, 2026.

Manuel A. Sanchez
SCRTD Board Chair
ATTEST:

David Armijo
Executive Director