

**New Mexico Transit Association
Board Meeting
June 18, 2020 at 12:00 p.m.
Conference Call**

Standing Items:

1. Call to Order
2. Roll Call

Board Members:

Joe Hardin (President), representing 5310 programs

Present / Absent / Called In

Elizabeth Carter (Vice President), Director at Large

Present / Absent / Called In

Keith Wilson (Treasurer), Director at Large

Present / Absent / Called In

Ed Powers (Secretary), Director at Large

Present / Absent / Called In

David Harris (Ex-Officio)

Present / Absent / Called In

James Barela, Director at Large

Present / Absent / Called In

Mike Bartholomew, representing 5307 programs

Present / Absent / Called In

Mary Collins, representing 5311 programs

Present / Absent / Called In

Stan Cooper, Professional Member

Present / Absent / Called In

Gary Guinn, Business Member

Present / Absent / Called In

Anthony Mortillaro, representing Regional Transit Districts (RTD)

Present / Absent / Called In

Guests: _____

Present / Called In

Present / Called In

3. Approval of the Agenda
4. Approval of Meeting minutes for March 19, 2020
5. Approval of Treasurer's Monthly Financial Report for March, April and May2020

Presentations:

Action Items:

1. Approval of FY 2021 NMTA Budget
2. Approval of FY2021 NMDOT Budget
3. Director At Large Election – term expires April 2021 (vacated by Keith Wilson)
4. Election of the Executive Board
5. Suggested use of \$600,000 allocated in NMDOT budget for Public Transportation
6. NMTA Website builder – Current website builder is obsolete, approval of option to move forward
7. Annual performance review for Melissa Drake (adjourn to closed session)
8. Consideration of performance adjustment for Melissa Drake

Subcommittee Updates:

- Conference, Road-eo and Training
(Liz Carter, Mary Collins and Joe Hardin)
- Legislative and Communications
(Stan Cooper, Tony Mortillaro, Keith Wilson)
- Membership and Sponsors
(Gary Guinn, Mike Bartholomew)

Discussion Items:

1. Discussion of how to move forward with J.D. Bullington.
2. Discussion of how to move forward with Sunny505 (Joanie Griffin)
3. Discussion and update of draft of Bylaws adding the following Board Seats to represent: Tribal Transit, Senior Affairs, Non-Emergency Medical Transportation
4. FY 2021 NMTA Board of Directors Meeting Calendar
5. 2020 NM Transit Conference and Expo update

Board Member Announcements:

Next Meeting Date/Time/Location: TBA

**New Mexico Transit Association
Board Meeting Minutes
March 19, 2020
Via Conference Call**

STANDING ITEMS:

- 1) Call to Order** **Joe Hardin**
The meeting was called to order at 12:00pm

- 2) Roll Call** **Melissa Drake**
Present by phone: Joe Hardin, President; Ed Powers, Secretary; Keith Wilson, Treasurer;
Elizabeth Carter, Vice President; Anthony Mortillaro, Director;
Mike Bartholomew, Director; Mary Collins, Director; Gary Guinn, Director;
Stan Cooper, Director; David Harris, Ex-Officio; Melissa Drake;
Deborah Bach, NMDOT

- 3) Approval of Agenda**
Motion by Elizabeth Carter, second by Mike Bartholomew
Approved with no abstentions

- 4) Approval of January 16, 2020 Minutes**
Motion by Keith Wilson, second by Gary Guinn
Approved with no abstentions

PRESENTATIONS: None

ACTION ITEMS:

- 1) Director at Large to fill remainder of term until April, 2021**
Per Melissa, the only nomination received was for James Barela from Atomic City Transit
Mr. Barela was appointed by unanimous vote from Board members present

- 2) Update on 2020 NM Transit Road-ee, Conference and Expo**
Given the COVID-19 Pandemic the venue (Santa Ana Star Casino/Resort) will postpone the event
for us as long as we reschedule this year. Any refunds for deposits paid if we cancel would be at
the sole discretion of their General Manager. Per Elizabeth Carter, we are able to postpone the
event one time and recommends the latest possible date to better the chances of the venue being
open and travel restrictions lifted for membership to attend.

The Indian/Tribal conference is scheduled for August 31 through September 3rd at Tamaya. If they
are willing to have their Road-ee on Sunday of that weekend, we are offering to incorporate it in
to our event.

Gary Guinn reminds us that the Road-ee must take place in the current fiscal year. Therefore if
we were to have one in the fall, we could not do so in our Spring Conference in 2021. However
in order to maintain our funding for the event we have to have a conference this year. Board will
consider incorporating it in to the Fall Manager's Conference. Joe Hardin proposes holding the

conference in conjunction with the Indian/Tribal Conference and returning to our regular schedule of Road-EO and Conference next April. Melissa to check with other state organizations for date conflicts and Joe proposes selecting a firm fall date and voting by e-mail. Gary Guinn advises of possible conflicts in September and October with hunting season. Joe revises his proposal to recommend an August date. Dave Harris is unavailable August 22-26.

Motion to postpone to August with no Road-EO and date selection by e-mail vote: Keith Wilson
Second: Stan Cooper
Motion carries with no abstentions

3) NMTA Board Elections

Board Elections typically take place during the Spring Conference, as the terms expire in April annually. In 2020, the expiring terms are Anthony Mortillaro, RTD; Mike Bartholomew, 5307 Seat; Gary Guinn, Business seat.

Motion to ballot by email with results announced April 15, 2020 by Gary Guinn
Second by Ed Powers
Motion carries with no abstentions

SUBCOMMITTEE UPDATES

CONFERENCE, ROAD-EO AND TRAINING

Melissa is inquiring about what we do for our May training. Joe Hardin recommends either rescheduling or holding via Webinar. Melissa will confer with Halsey King to see what works for him and Elizabeth Carter advises the MRCOG meeting space availability is cancelled through April.

LEGISLATIVE AND COMMUNICATIONS

Per Anthony, JD's report stated the Yield to Buses was non-germaine. JD is working with the Secretary for a \$600k allocation for transit services in 2021. He is waiting to see what the impact on 2021 budgets are as a result of the Pandemic. The committee has not met since the end of the legislative session. He also reports that Dorothy Claw is no longer on the committee.

MEMBERSHIP AND SPONSORS

Gary Guinn reports that a "Word" version of the By-Laws will be ready next week and sent out for review at the next Board Meeting and presentation at the annual Conference. Sponsors are difficult to procure at this time.

DISCUSSION ITEMS

DISCUSSION/UPDATE OF BYLAWS DRAFT ADDING BOARD SEATS TO REPRESENT TRIBAL TRANSIT, SENIOR AFFAIRS AND NON-EMERGENCY MEDICAL TRANSPORTATION

Per Gary's earlier report, the drafts will be added to the by-laws and distributed to the Board in a Word document for review and presentation at the annual Conference.

NATIONAL TRANSPORTATION IN INDIAN COUNTRY CONFERENCE

Melissa to check on whether we can render assistance in their road-EO however we will likely not be combining events.

TREASURER'S REPORT

Keith Wilson reports a decline in Membership revenue, as well as income for the Annual Conference/Road-eo and NMDOT revenue presently impacted by the COVID-19 Pandemic. Current bank balances are \$21,416.56 in checking and \$48,082.21 in Savings.

ANNOUNCEMENTS

DOT—Deborah Bach

Deborah is working with Melissa to send notices regarding transit reduction, safety policies, etc for operating in the COVID environment.

KEITH WILSON/MIKE BARTHOLOMEW

Both report their transit operations are still operating at full force. Keith advised that Brady Distribution and Cintas Services currently have quantities of cleaning/disinfecting agents and supplies available.

GARY GUINN

Gary advises that the Big Three (Ford, Dodge and Chevrolet) have all halted production In light of the current health crisis.

DAVE HARRIS

Dave reminds us all that Public Transit is a lifeline to our communities and thanks everyone for their due diligence in working through this crisis.

NEXT BOARD MEETING: 12:00pm June 18, 2020 by Conference Call

Motion to adjourn by Stan Cooper, second by Mike Bartholomew
Meeting adjourned at 1:03pm

Respectfully submitted,

Ed Powers,
Secretary

NMTA Monthly Activity Report

March 2020

Line Item	Credits	Debits	Comments
Income:			
NMTA Deposits:			
NMDOT Reimbursements	0.00		
Member Dues Deposits	200.00		Miners Transit - Red River
Conference/Road-eo deposits:	9,620.00		Vendor Expo Registrations for 2020 Conference and Expo
Misc. Deposits			
Total Deposits:	9,820.00		
Expenses:			
NMDOT Reimbursable Expenses:			
Administrator - 1		2,073.18	
Employment Taxes - 1		488.53	
Cell Phone - 1		71.65	
Audit - 1		3,020.50	
Contract Services - 1			
Dues and Subscriptions - 1		15.76	Adobe Acrobat Subscription
Insurance - 1		197.50	Annual renewal for Liability Insurance
Occupancy Cost		80.00	Storage rental fee for April 2020
Office Supplies - 1		0.00	
Training - 1		0.00	
Travel - 1			
Roadeo/Conference - 1			
Total NMDOT Reimbursable Expenses:		5,947.12	
NMTA Expenses:			
Administrator - 2		518.29	
Employment Taxes - 2		122.13	
Cell Phone - 2		17.91	
Audit - 2		3,020.50	
Contract Services - 2		0.00	
Insurance - 2		197.50	Liability Insurance
Office Supplies - 2		0.00	
Travel - 2		0.00	
Roadeo/Conference - 2		784.44	Insulated tumblers for conference bags
NMTA Meetings		0.00	
APTA Local Transit Coalition Grant			
Legislative Services		1,300.00	J.D. Invoice for February
Legislative Advocacy Plan		1,111.11	Sunny505 Invoice for February
Total NMTA Expenses:		7,071.88	

NMTA Monthly Activity Report

April 2020

Line Item	Credits	Debits	Comments
Income:			
NMTA Deposits:			
NMDOT Reimbursements	7,285.59		
Member Dues Deposits	1,000.00		UNM & Santa Ana Pueblo Renewals
Conference/Road-ee deposits:	1,540.00		Attendee and Vendor Expo Registrations for 2020 Conference and Expo
Misc. Deposits			
Total Deposits:	9,825.59		
Expenses:			
NMDOT Reimbursable Expenses:			
Administrator - 1		2,073.18	
Employment Taxes - 1		720.54	
Cell Phone - 1		71.61	
Audit - 1		0.00	
Contract Services - 1			
Dues and Subscriptions - 1		15.76	Adobe Acrobat Subscription
Insurance - 1		0.00	
Occupancy Cost		160.00	Storage rental fee for May and Juen 2020
Office Supplies - 1		0.00	
Training - 1			
Travel - 1		98.91	Mileage reimbursement for Melissa Drake: Jan. 2020 to April, 2020
Road-ee/Conference - 1			
Total NMDOT Reimbursable Expenses:		3,140.00	
NMTA Expenses:			
Administrator - 2		518.30	
Employment Taxes - 2		180.14	
Cell Phone - 2		17.90	
Audit - 2		0.00	
Contract Services - 2		0.00	
Insurance - 2		0.00	Liability Insurance
Office Supplies - 2		0.00	
Travel - 2		24.73	Mileage reimbursement for Melissa Drake: Jan. 2020 to April, 2020
Road-ee/Conference - 2		0.00	
NMTA Meetings		0.00	
APTA Local Transit Coalition Grant			
Legislative Services		1,300.00	J.D. Invoice for March 2020
Legislative Advocacy Plan		0.00	
Total NMTA Expenses:		2,041.07	

NMTA Monthly Activity Report

May 2020

Line Item	Credits	Debits	Comments
Income:			
NMTA Deposits:			
NMDOT Reimbursements	5,947.12		
Member Dues Deposits	0.00		
Conference/Road-ee deposits:	0.00		
Misc. Deposits			
Total Deposits:	5,947.12		
Expenses:			
NMDOT Reimbursable Expenses:			
Administrator - 1		2,073.16	
Employment Taxes - 1		488.51	
Postage - 1		203.84	
Cell Phone - 1		71.61	
Audit - 1		0.00	
Contract Services - 1		563.46	Payroll svc. Fee for Jan. 2020 to April 2020 and quarterly payroll taxes for 4th quarter 2019 and 1st quarter 2020
Dues and Subscriptions - 1		1,122.75	Adobe Acrobat, GoToMeeting, APTA Member Dues
Insurance - 1		0.00	
Occupancy Cost		0.00	
Office Supplies - 1		0.00	
Training - 1		0.00	
Travel - 1		0.00	
Roadeo/Conference - 1		0.00	
Total NMDOT Reimbursable Expenses:		4,523.33	
NMTA Expenses:			
Administrator - 2		518.30	
Employment Taxes - 2		122.13	
Postage - 2		50.96	
Cell Phone - 2		17.90	
Audit - 2		0.00	
Contract Services - 2		563.46	See note above for contract services 1
Insurance - 2		0.00	
Office Supplies - 2		0.00	
Travel - 2		0.00	
Roadeo/Conference - 2		0.00	
NMTA Meetings		0.00	
APT A Local Transit Coalition Grant			
Legislative Services		0.00	
Legislative Advocacy Plan		0.00	
Total NMTA Expenses:		1,272.75	

BUDGET TOTALS	ESTIMATED	YTD ACTUAL	DIFFERENCE
Membership Revenue	17,000.00	12,200.00	(4,800.00)
Conference/Roadeo Revenue	35,000.00	24,485.00	(10,515.00)
NMDOT Revenue	140,250.00	51,908.94	(88,341.06)
APTA Local Transit Coalition Grant	4,169.38	4,169.38	0.00
NMDOT Expenses	(140,250.00)	(58,115.83)	82,134.17
NMTA Expenses	(55,130.00)	(38,983.40)	16,146.60
Balance (Income minus Expenses)	1,039.38	(4,335.91)	(5,375.29)

BUDGET OVERVIEW



Bank Reconciled Balances:

B of A Checking	\$24,755.01
B of A Savings	\$48,084.62
Combined total:	\$72,839.63

INCOME	ESTIMATED	YTD ACTUAL	DIFFERENCE	VARIANCE %
Membership Revenue	17,000.00	12,200.00	(4,800.00)	-28.24%
Conference/Roadeo Revenue	35,000.00	24,485.00	(10,515.00)	-30.04%
NMDOT Revenue	140,250.00	51,908.94	(88,341.06)	-62.99%
APTA Local Transit Coalition Grant	4,169.38	4,169.38	0.00	0.00%
Total	196,419.38	92,763.32	(103,656.06)	-52.77%

NMDOT OPERATING EXPENSES	Annual Budget	YTD ACTUAL	DIFFERENCE	VARIANCE %
Administrator	29,120.00	24,810.74	4,309.26	14.80%
Administrative Prof. Development	0.00	0.00	0.00	#DIV/0!
Employment Taxes	8,000.00	6,721.51	1,278.49	15.98%
Internet Subscription Service	0.00	0.00	0.00	#DIV/0!
Postage	200.00	200.00	0.00	0.00%
Cell Phone	1,000.00	789.30	210.70	21.07%
Audit	3,050.00	3,020.50	29.50	0.97%
Advertisement	0.00	0.00	0.00	#DIV/0!
Contract Services	3,000.00	1,345.58	1,654.42	55.15%
Dues and Subscriptions	1,500.00	1,500.00	0.00	0.00%
Equipment	0.00	0.00	0.00	#DIV/0!
Insurance	900.00	900.00	0.00	100.00%
Occupancy Costs	960.00	720.00	240.00	25.00%
Printing/Copying	2,550.00	2,550.00	0.00	100.00%
Office Supplies	720.00	654.29	65.71	9.13%
Office Furniture	0.00	0.00	0.00	#DIV/0!
Travel	4,300.00	879.54	3,420.46	79.55%
Trainings	36,000.00	8,217.76	27,782.24	77.17%
Roadeo and Conference	48,950.00	9,256.61	39,693.39	81.09%
Total Operating	140,250.00	58,115.83	82,134.17	58.56%
NMTA OPERATING EXPENSES	Annual Budget	YTD ACTUAL	DIFFERENCE	VARIANCE %
Administrator - 2	7,280.00	6,202.72	1,077.28	14.80%
Employment Taxes - 2	2,000.00	1,680.41	319.59	15.98%
Postage - 2	50.00	50.96	-0.96	-1.92%
Cell Phone - 2	250.00	197.33	52.67	21.07%
Audit - 2	3,050.00	3,020.50	29.50	0.97%
Contract Services - 2	3,000.00	2,825.54	174.46	5.82%
Insurance - 2	900.00	197.50	702.50	78.06%
Office Supplies - 2	180.00	163.57	16.43	9.13%
Travel - 2	1,075.00	244.61	830.39	77.25%
NMTA Meetings/Retreat	1,800.00	385.95	1,414.05	78.56%
Roadeo & Conference	3,500.00	3,216.38	283.62	8.10%
National Roadeo Winners Sponsorshi	7,045.00	7,045.00	0.00	100.00%
Legislative Services	15,000.00	13,020.16	1,979.84	13.20%
Legislative Advocacy	10,000.00	7,777.77	2,222.23	22.22%
APTA Local Transit Coalition Grant	0.00	0.00	0.00	0.00%
Total Operating	55,130.00	38,983.40	16,146.60	29.29%

NAME: **NM Transit Association**

Proposed Budgets

FY (fiscal year): **2021**

R o w #	B		D			Comments:
	BUDGET LINE ITEM CATEGORY	Match %	FY 2021 NMDOT Requested Budget Share	FY 2021 Proposed NMTA Share	Proposed Budget TOTAL	
1	Administrator	80/20 match	29,120.00	7,280.00	36,400.00	
2	Administrator Professional Development		0.00	0.00	0.00	
3	Employment Taxes	80/20 match	8,000.00	2,000.00	10,000.00	
4	Internet Subscription		0.00	0.00	0.00	
5	Postage	80/20 match	200.00	50.00	250.00	
6	Cell Phone	80/20 match	1,000.00	250.00	1,250.00	
7	Audit	50/50 match	3,050.00	3,050.00	6,100.00	
8	Advertisement		0.00	0.00	0.00	
9	Contract Services	50/50 match	3,000.00	3,000.00	6,000.00	
10	Dues & Subscriptions		1,500.00	0.00	1,500.00	
11	Equipment		0.00	0.00	0.00	
12	Insurance	50/50 match	900.00	900.00	1,800.00	
13	Occupancy Costs		960.00	0.00	960.00	
14	Printing / Copying		2,550.00	0.00	2,550.00	
15	Office Supplies	80/20 match	720.00	180.00	900.00	
16	Office Furniture		0.00	0.00	0.00	
17	Travel	80/20 match	4,300.00	1,075.00	5,375.00	
18	Training		56,000.00	0.00	56,000.00	\$20,000 requested carryover from FY 2020 to provide additional training (training sessions/conference) to provide training sessions missed in FY 2020 and additional training needed that is related to COVID-19.
19	Rodeo & Conferences		48,950.00	3,500.00	52,450.00	
20	National Rodeo Winners Sponsorship			7,045.00	7,045.00	
	NMTA Meetings and Retreat			1,100.00	1,100.00	
	Legislative Services			12,000.00	12,000.00	6 months of Legislative services with JD Bullington
	Legislative Advocacy			8,000.00	8,000.00	6 months of Public Relation Services with Sunny505
	APTA Legislative Advocay Grant					
21	TOTALS		160,250.00	49,430.00	209,680.00	

Revenue Rec'd in FY2020:

Member Dues	\$11,000.00	
Manager's Conference	\$3,075.00	
Annual Road-ee, Conference, Expo	(\$20,000.00)	Conference not held due to COVID-19 state ban on large groups
Net Revenue	(\$5,925.00)	

Anticipated Revenue for FY2021

Member Dues	\$14,500.00
Manager's Conference	\$10,000.00
Annual Road-ee, Conference, Expo	\$25,000.00
Net Revenue	\$49,500.00

NAME: **NM Transit Association**

Approved NMDOT and NMTA Budgets

FY (fiscal year): **2020**

B BUDGET LINE ITEM CATEGORY	Match %	D NMDOT Approved Budget Share	NMTA Approved Share	C FY 2020 Budget (including B.A.R.)
Administrator	80/20 match	29,120.00	7,280.00	36,400.00
Administrator Professional Development		0.00	0.00	0.00
Employment Taxes	80/20 match	8,000.00	2,000.00	10,000.00
Internet Subscription		0.00	0.00	0.00
Postage	80/20 match	200.00	50.00	250.00
Cell Phone	80/20 match	1,000.00	250.00	1,250.00
Audit	50/50 match	3,050.00	3,050.00	6,100.00
Advertisement		0.00	0.00	0.00
Contract Services	50/50 match	3,000.00	3,000.00	6,000.00
Dues & Subscriptions		1,500.00	0.00	1,500.00
Equipment		0.00	0.00	0.00
Insurance	50/50 match	900.00	900.00	1,800.00
Occupancy Costs		960.00	0.00	960.00
Printing / Copying		2,550.00	0.00	2,550.00
Office Supplies	80/20 match	720.00	180.00	900.00
Office Furniture		0.00	0.00	0.00
Travel	80/20 match	4,300.00	1,075.00	5,375.00
Training		36,000.00		36,000.00
Roadeo & Conferences		48,950.00	3,500.00	52,450.00
Conference Prizes			7,045.00	7,045.00
NMTA Meetings and Retreat			1,800.00	1,800.00
Legislative Services			15,000.00	15,000.00
Legislative Advocay Plan			10,000.00	10,000.00
APTA Legislative Advocay Grant				
TOTALS		140,250.00	55,130.00	195,380.00

NMTA Board of Directors Meeting for FY 2021**Board Meetings are held on the 3rd Thursday every other month, unless canceled or rescheduled**

<u>Date</u>	<u>Location</u>	<u>Main Focus for Meeting</u>
July 16, 2020		Approve Quarterly Training Calendar, approve/update CPA for Audit
September 17, 2020		Discuss Conference Training Topics and Speakers
November 2020 TBA	Manager's Conference?	Legislative Agenda
January 21, 2021		Legislative Agenda and Conference Update, board election/nomination update
February 20, 2019		Conference Update
March/April TBA		Business Meeting at Conference
May/June 2021 (Depending when Spring Conference is)		Discuss Quarterly Training Topics and Speakers