

**New Mexico Transit Association
Board Meeting
May 27, 2021 at 12:00 p.m.
Conference Call**

Standing Items:

1. Call to Order
2. Roll Call

Board Members:

Joe Hardin (President), representing 5310 programs

Elizabeth Carter (Vice President), Director at Large

Ed Powers (Treasurer), Director at Large

OPEN, (Secretary)

David Harris (Ex-Officio)

James Barela, Director at Large

Mike Bartholomew, representing 5307 programs

Mary Collins, representing 5311 programs

Gary Guinn, Business Member

Christy Ladd, Director at Large

Tom Marking, Professional Business Member

Anthony Mortillaro, representing Regional Transit Districts (RTD)

Guests: _____

Present / Absent / Called In

Present / Absent / Called In

Present / Absent / Called In

Present / Absent / Called In

Present / Absent / Called In

Present / Absent / Called In

Present / Absent / Called In

Present / Absent / Called In

Present / Absent / Called In

Present / Absent / Called In

Present / Absent / Called In

Present / Absent / Called In

Present / Called In

Present / Called In

3. Approval of the Agenda
4. Approval of Meeting minutes – February 25, 2021
5. Approval of Treasurer’s Monthly Financial Report for February, March and April 2021

Presentations:

Action Items:

1. Annual performance review for Melissa Drake (adjourn to closed session)
2. Consideration of performance adjustment for Melissa Drake
3. Election of Executive Board
4. Approval of FY2022 NMDOT Budget
5. Approval of FY2022 NMTA Budget
6. 2021 NM Transit Road-eo, Conference and Expo – Cancel or Host Virtual Conference

Subcommittee Updates:

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

Discussion Items:

1. Reorganization of Subcommittee Members
2. 2021 Training Update

Board Member Announcements:

Next Meeting Date/Time/Location:

To Be Scheduled

**New Mexico Transit Association
Board Meeting Minutes
February 25, 2021
Zoom and Phone Call**

Standing Items:

1. Call to Order

President Joe Hardin called the meeting to order at 12:05 pm.

2. Roll Call

Present Board Members: Joe Hardin, president; Liz Carter, vice president; Ed Powers, treasurer; Stan Cooper, secretary; James Barela, Mike Bartholomew and Tony Mortillaro.

Staff Present: Melissa Lucero Drake

NMDOT Staff Present: Kevin Olinger, New Mexico Transit Division

Not Present: Christy Ladd
Gary Guinn
Mary Collins

3. Approval of Agenda

Ed Powers moved to approve the agenda; James Barela seconded the motion. The motion passed.

4. Approval of Minutes of December 17, 2020

Liz Carter moved to approve the minutes of the December 17, 2020 meeting. Mike Bartholomew seconded and the motion which passed.

5. Approval of Treasurer's Monthly Report

Ed Powers discussed the treasurer's report for December 2020 and January 2021. Nothing out of the ordinary was noticed with the exception of some audit costs and legislative services costs.

Action Items:

1. Approval of Purchasing Zoom Subscription for training/ conference use

Melissa noted that since we live in virtual world it is important to have the ability to zoom. After a discussion with the board, Mike Bartholomew offered a motion seconded by Liz Carter to allow Melissa to purchase a Zoom package. It will cost \$199.30 and has the

capacity for 300 participants. It will allow unlimited time and use. It will also allow recording of meeting transcripts.

Subcommittee Updates:

Conference, Road-ee and Training

Liz Carter thanked Melissa for all hard work and for her coordinating the New Mexico Department of Transportation. On March 25, Rudy Garcia with Tandem Consulting will provide a virtual seminar on stress management during COVID. Other topics Liz mentioned were training on emergency preparedness in April. Also being considered are seminars on a positive safety culture and best practices during the pandemic.

After attending a virtual meeting with the Southwest Transit Association and after talking with the Department of Transportation, Melissa asked the board to consider maybe a training type of conference instead of an annual road-ee and conference which would include two -half day trainings.

Ed Powers asked how many people NMTA gets at their annual conference. Melissa responded about 200. Ed said the board should keep open the idea of holding an in-person conference since the state's guidelines may allow meetings with up to 150 people.

Legislative and Communications

Tony Mortillaro reported NMTA's only bill this session is SB 22, Yield to Bus. Tony said he thought the bill would fly through. He said it was approved by the Senate Taxation and Transportation Committee but that it is stuck in the Senate Judiciary Committee where it has been tabled. Unless NMTA lobbyist JD Bullington can get a member of the committee who voted to table to vote to reconsider, it will likely die in committee. Tony noted using Zoom to testify before a legislative committee is very difficult. Mike Bartholomew, of Las Cruces, said he left a message with Senate Judiciary Chair, Senator Cervantes, also of Las Cruces. But a response was not received.

Membership and Sponsors

James Barela said he and Gary Guinn met in December and are still working on a contract and vendors list. James said they are about three-fourths way through the list.

Discussion Items:

1. 2021 Training Update

This topic was handled in the conference subcommittee discussion.

2. 2021 NM Transit Road-ee, Conference and Expo

President Hardin said a decision on how to proceed with NMTA's annual Road-ee and conference will need to be made by April or May. Joe said we should have a better idea on what is happening with the pandemic by then.

Board Member Announcements:

Liz Carter reported that Rio Metro obtained approval from Governor Lujan Grisham to restart the Rail Runner Express. It will begin March 8. Kevin Olinger said Park and Ride will be up and running on that day too.

Transit providers all reported ridership is down.

James Barela with Los Alamos Atomic Transit said on March 1, Atomic Transit will restart four fixed routes which have been closed since the pandemic began.

Melissa noted that normally NMTA holds board member elections in April. She said she could send out an electronic notice of calls for nominations in early March with a return date of mid-March. Voting would begin by members at the end of March and ballots would be tallied in April. The board concurred.

Next Meeting Date/Time/Location:

Next meeting will be virtual and will be held April 15, 2021.

Joe Hardin adjourned the meeting at 12:40 p.m.

NMTA Monthly Activity Report

February 2021

Line Item	Credits	Debits	Comments
Income:			
NMTA Deposits:			
NMDOT Reimbursements	4,337.00		December 2020 Reimbursement
Member Dues Deposits			
Conference/Road-eo deposits:			
Misc. Deposits			
Total Deposits:	4,337.00		
Expenses:			
NMDOT Reimbursable Expenses:			
Administrator - 1		2,147.22	
Employment Taxes - 1		756.22	
Postage - 1		0.00	
Cell Phone - 1		80.12	
Audit - 1		0.00	
Contract Services - 1		0.00	
Dues and Subscriptions - 1		393.58	Adobe Acrobat/Sharefile
Insurance - 1		0.00	
Occupancy Cost		0.00	
Office Supplies - 1		0.00	
Training - 1		0.00	
Travel - 1		0.00	
Road-eo/Conference - 1		0.00	
Total NMDOT Reimbursable Expenses:		3,377.14	
NMTA Expenses:			
Administrator - 2		536.80	
Employment Taxes - 2		189.05	
Postage - 2		0.00	
Cell Phone - 2		20.03	
Audit - 2		0.00	
Contract Services - 2		0.00	
Insurance - 2		0.00	
Office Supplies - 2		0.00	
Travel - 2		0.00	
Road-eo/Conference - 2		0.00	
National Road-eo Winners Sponsorship		0.00	
NMTA Meetings		0.00	
Legislative Services		0.00	
Legislative Advocacy Plan		0.00	
Total NMTA Expenses:		745.88	

NMTA Monthly Activity Report

March 2021

Line Item	Credits	Debits	Comments
Income:			
NMTA Deposits:			
NMDOT Reimbursements	6,225.24		January 2021 Reimbursement
Member Dues Deposits	700.00		
Conference/Road-eo deposits:			
Misc. Deposits	<u>308.15</u>		IRS - payroll tax overpayment reimbursed
Total Deposits:	7,233.39		
Expenses:			
NMDOT Reimbursable Expenses:			
Administrator - 1		2,145.61	
Employment Taxes - 1		587.53	
Postage - 1		0.00	
Cell Phone - 1		80.39	
Audit - 1		0.00	
Contract Services - 1		374.87	Hinkle + Landers for payroll
Dues and Subscriptions - 1		15.76	Adobe Acrobat
Insurance - 1		197.50	Liability Insurance Renewal
Occupancy Cost		160.00	Storage Unit rental for March and April 2021
Office Supplies - 1		0.00	
Training - 1		2,049.23	Zoom, Tandem Consulting for Stress Mgmt. training
Travel - 1		0.00	
Roadeo/Conference - 1		0.00	
Total NMDOT Reimbursable Expenses:		<u>5,610.89</u>	
NMTA Expenses:			
Administrator - 2		536.40	
Employment Taxes - 2		146.88	
Postage - 2		0.00	
Cell Phone - 2		20.10	
Audit - 2		0.00	
Contract Services - 2		374.86	
Insurance - 2		197.50	
Office Supplies - 2		0.00	
Travel - 2		0.00	
Roadeo/Conference - 2		0.00	
National Roadeo Winners Sponsorship		0.00	
NMTA Meetings		0.00	
Legislative Services		0.00	
Legislative Advocacy Plan		0.00	
Total NMTA Expenses:		<u>1,275.74</u>	

NMTA Monthly Activity Report

April 2021

Line Item	Credits	Debits	Comments
Income:			
NMTA Deposits:			
			February and March 2021
NMDOT Reimbursements	8,988.03		Reimbursement
Member Dues Deposits	300.00		
Conference/Road-eo deposits:			
Misc. Deposits	<u>35.56</u>		ADP Tax reimbursement
Total Deposits:	9,323.59		
Expenses:			
NMDOT Reimbursable Expenses:			
Administrator - 1		2,147.22	
Employment Taxes - 1		580.80	
Postage - 1		0.00	
Cell Phone - 1		80.42	
Audit - 1		0.00	
Contract Services - 1		0.00	
Dues and Subscriptions - 1		15.76	Adobe Acrobat
Insurance - 1		0.00	
Occupancy Cost		0.00	
Office Supplies - 1		0.00	
Training - 1		0.00	
Travel - 1		0.00	
Roadeo/Conference - 1		<u>0.00</u>	
Total NMDOT Reimbursable Expenses:		2,824.20	
NMTA Expenses:			
Administrator - 2		536.80	
Employment Taxes - 2		145.20	
Postage - 2		0.00	
Cell Phone - 2		20.10	
Audit - 2		0.00	
Contract Services - 2		0.00	
Insurance - 2		0.00	
Office Supplies - 2		0.00	
Travel - 2		0.00	
Roadeo/Conference - 2		0.00	
National Roadeo Winners Sponsorship		0.00	
NMTA Meetings		0.00	
Legislative Services		0.00	
Legislative Advocacy Plan		<u>0.00</u>	
Total NMTA Expenses:		702.10	

BUDGET TOTALS	ESTIMATED	YTD ACTUAL	DIFFERENCE
Membership Revenue	17,000.00	11,743.71	(5,256.29)
Conference/Roadeo Revenue	35,000.00	0.00	(35,000.00)
NMDOT Revenue	140,250.00	36,459.72	(103,790.28)
NMDOT Expenses	(140,250.00)	(39,283.92)	100,966.08
NMTA Expenses	(49,430.00)	(20,262.78)	29,167.22
Balance (Income minus Expenses)	2,570.00	(11,343.27)	(13,913.27)

BUDGET OVERVIEW



Bank Reconciled Balances:

B of A Checking	\$21,732.18
B of A Savings	\$48,095.76
Combined total:	\$69,827.94

INCOME	ESTIMATED	YTD ACTUAL	DIFFERENCE	VARIANCE %
Membership Revenue	17,000.00	11,743.71	(5,256.29)	-30.92%
Conference/Roadeo Revenue	35,000.00	0.00	(35,000.00)	-100.00%
NMDOT Revenue	140,250.00	36,459.72	(103,790.28)	-74.00%
Total	192,250.00	48,203.43	(144,046.57)	-74.93%

NMDOT OPERATING EXPENSES	Annual Budget	YTD ACTUAL	DIFFERENCE	VARIANCE %
Administrator	29,120.00	23,561.51	5,558.49	19.09%
Administrative Prof. Development	0.00	0.00	0.00	#DIV/0!
Employment Taxes	8,000.00	6,720.81	1,279.19	15.99%
Internet Subscription Service	0.00	0.00	0.00	#DIV/0!
Postage	200.00	3.28	196.72	98.36%
Cell Phone	1,000.00	789.90	210.10	21.01%
Audit	3,050.00	3,050.00	0.00	0.00%
Advertisement	0.00	0.00	0.00	#DIV/0!
Contract Services	3,000.00	926.34	2,073.66	69.12%
Dues and Subscriptions	1,500.00	1,105.35	394.65	26.31%
Equipment	0.00	0.00	0.00	#DIV/0!
Insurance	900.00	197.50	702.50	78.06%
Occupancy Costs	960.00	880.00	80.00	8.33%
Printing/Copying	2,550.00	0.00	2,550.00	100.00%
Office Supplies	720.00	0.00	720.00	100.00%
Office Furniture	0.00	0.00	0.00	#DIV/0!
Travel	4,300.00	0.00	4,300.00	100.00%
Trainings	36,000.00	2,049.23	33,950.77	94.31%
Roadeo and Conference	48,950.00	0.00	48,950.00	100.00%
Total Operating	140,250.00	39,283.92	100,966.08	71.99%

NMTA OPERATING EXPENSES	Annual Budget	YTD ACTUAL	DIFFERENCE	VARIANCE %
Administrator - 2	7,280.00	5,353.56	1,926.44	26.46%
Employment Taxes - 2	2,000.00	1,535.00	465.00	23.25%
Postage - 2	50.00	0.82	49.18	98.36%
Cell Phone - 2	250.00	177.33	72.67	29.07%
Audit - 2	3,050.00	3,172.24	-122.24	-4.01%
Contract Services - 2	3,000.00	926.33	2,073.67	69.12%
Insurance - 2	900.00	197.50	702.50	78.06%
Office Supplies - 2	180.00	0.00	180.00	100.00%
Travel - 2	1,075.00	0.00	1,075.00	100.00%
NMTA Meetings/Retreat	1,100.00	0.00	1,100.00	100.00%
Roadeo & Conference	3,500.00	0.00	3,500.00	100.00%
National Roadeo Winners Sponsorshi	7,045.00	5,000.00	2,045.00	29.03%
Legislative Services	12,000.00	3,900.00	8,100.00	67.50%
Legislative Advocacy	8,000.00	0.00	8,000.00	100.00%
Total Operating	49,430.00	20,262.78	29,167.22	59.01%

NAME: **NM Transit Association**

Proposed Budgets

FY (fiscal year): **2022**

R o w #	B		D		Comments:	
	BUDGET LINE ITEM CATEGORY	Match %	FY 2022 NMDOT Requested Budget Share	FY 2022 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		36,000.00	0.00	36,000.00	
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		140,250.00	49,430.00	189,680.00	

Revenue Rec'd in FY2021:

Member Dues	\$11,500.00	
Manager's Conference	\$0.00	Manager's Conference Not held due to COVID-19 state ban on large groups
Annual Road-ee, Conference, Expo	(\$20,000.00)	Conference not held due to COVID-19 state ban on large groups
Net Revenue	(\$8,500.00)	

Anticipated Revenue for FY2022

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): **2021**

B			D
BUDGET LINE ITEM CATEGORY	Match %	NMDOT Approved Budget Share	NMTA Approved Share
Administrator	80/20 match	29,120.00	7,280.00
Administrator Professional Development		0.00	0.00
Employment Taxes	80/20 match	8,000.00	2,000.00
Internet Subscription		0.00	0.00
Postage	80/20 match	200.00	50.00
Cell Phone	80/20 match	1,000.00	250.00
Audit	50/50 match	3,050.00	3,050.00
Advertisement		0.00	0.00
Contract Services	50/50 match	3,000.00	3,000.00
Dues & Subscriptions		1,500.00	0.00
Equipment		0.00	0.00
Insurance	50/50 match	900.00	900.00
Occupancy Costs		960.00	0.00
Printing / Copying		2,550.00	0.00
Office Supplies	80/20 match	720.00	180.00
Office Furniture		0.00	0.00
Travel	80/20 match	4,300.00	1,075.00
Training		36,000.00	
Rodeo & Conferences		48,950.00	3,500.00
Conference Prizes			7,045.00
NMTA Meetings and Retreat			1,100.00
Legislative Services			12,000.00
Legislative Advocay Plan			8,000.00
APTA Legislative Advocay Grant			
TOTALS		140,250.00	49,430.00