

**New Mexico Transit Association
Board Meeting
February 25, 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

Present / Absent / Called In

Elizabeth Carter (Vice President), Director at Large

Present / Absent / Called In

Ed Powers (Treasurer), Director at Large

Present / Absent / Called In

Stan Cooper, (Secretary) Professional Member

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

Gary Guinn, Business Member

Present / Absent / Called In

Christy Ladd, Director at Large

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 – December 17, 2020
5. Approval of Treasurer’s Monthly Financial Report for December 2020 and January 2021

Presentations:

Action Items:

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

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. 2021 Training Update
2. 2021 NM Transit Road-eo, Conference and Expo

Board Member Announcements:

Next Meeting Date/Time/Location:

To Be Scheduled

**New Mexico Transit Association
Board Meeting Minutes
December 17, 2020
Zoom and Phone call**

Standing Items:

1. Call to Order

President Joe Harden called the meeting to order at 12 p.m.

2. Roll Call

Present: Board members Joe Harden, president; Liz Carter, vice-president; Ed Powers, treasurer; Stan Cooper, secretary; Mike Bartholomew, Tony Mortillaro, James Barela, Gary Guinn, Christy Ladd.

Excused: Mary Collins.

Others Present: Melissa Drake, NMTA staff; David Harris, Director, New Mexico Department of Transportation Rail and Transit Division; Kevin Olinger, Transit Bureau Chief, New Mexico Department of Transportation Transit Division; Farley Vener and Leilani Sian, Hinkle and Landers.

3. Approval of Agenda

Liz Carter made a motion to approve the agenda, Mike Bartholomew second it and the motion passed.

4. Approval of meeting minutes of September 17, 2020

Ed Powers moved to approve the meeting minutes of September 17, 2020. Tony Mortillaro seconded the motion which passed.

5. Approval of Treasurers Monthly Financial Report for September, October and November, 2020.

Ed Powers said the report was mostly business as usual with the exception that revenues and expenses were down because NMTA did not hold its annual conference and Road-ee this year. Mike Bartholomew made a motion to approve the report which was seconded by Gary Bauer and it passed.

Presentations:

1. Hinkle + Landers CPA-FY2020 Financial Audit

Farley Vener presented the audit which covered NMTA expenditures and receipts from July 1, 2019 through June 30, 2020. It was the seventh positive audit in a row for NMTA.

Action Items:

1. Approval of the FY 2020 Financial Audit

Mike Bartholomew moved to approve the audit, Ed Powers seconded the motion. The motion passed.

2. Suggested use of \$600,000 allocated in NMDOT budget for Public Transportation (tabled from June 18, 2020 meeting)

Kevin Olinger of NMDOT reported that seven transit providers in New Mexico were able to use these funds for local match of capital purchases. Christy Ladd moved to approve this allocation, James Barela seconded the motion which passed.

3. Discussion of Approval of Bylaws adding Board Seats

The board voted to change the bylaws to add one seat on the board representing Tribal Transit and reducing the number of at large seats from five to four. This reflects the board's desire at this time to keep the number of board seats at eleven. Tony Mortillaro moved to make the bylaw change, Stan Cooper seconded the motion. The motion passed.

4. APTA Vaccine Priority to Transit Workers Template Letter and Information

The American Public Transportation Association (APTA) provided a template for NMTA to review asking state leaders to make transit workers a high priority with COVID 19 vaccinations. Tony Mortillaro moved and Mike Bartholomew seconded the motion to authorize Joe Hardin to send such a letter to Governor Michelle Lujan Grisham. The motion passed. The sample letter will also be sent to NMTA members for use by transit agencies at local governmental levels.

Subcommittee Updates:

Conference Road-ee and Training

Subcommittee chair Liz Carter said the board needed to discuss potential dates for the Annual Road-ee and Conference normally held in the spring of the year. This year the events were canceled because of the pandemic. Stress management, seminars for on demand transportation were two items discussed. Joe Hardin suggested that NMTA look at a virtual conference. Melissa suggested that NMTA purchase a zoom account to help with virtual trainings. Gary Guinn noted it would be difficult for members to see new vendor products at a virtual conference. This topic will be revisited at a January, 2021 meeting. Liz commended Melissa and NMTA staffer Deborah Bach on conducting a very successful virtual training this month covering cleaning supplies, equipment and personal protective equipment (PPE).

Legislative and Communications

Subcommittee chair Tony Mortillaro said that the only piece of legislation NMTA will pursue in the 2012 Legislature is the Yield to Bus legislation which came close to passing in recent legislative sessions. Tony said with the state's difficult revenue status it is not a good time to seek funding for public transportation. Tony noted a federal stimulus package currently being considered by Congress may help public transportation. Tony asked the board to consider acknowledging NMDOT Secretary Mike Sandoval for helping public transportation with \$1.6

million in funding. Tony said in the last nine years or so he has not seen any other transportation cabinet secretary be this supportive. Tony and Joe Hardin will discuss ways NMTA can acknowledge Secretary Sandoval.

Membership and Sponsors

Subcommittee chair Gary Guinn said the subcommittee is looking at developing a sponsorship directory with the names of all the sponsors. Instead of one \$300 sponsorship Gary said they are considering five, \$100 sponsorships. Gary said it might be good to break the sponsors down into different vendor categories. He also suggested NMTA look into recording some sessions and making them available to NMTA's membership

Discussion Items:

1. 2010 NMTA Transit Road-ee, Conference and Expo

This item was discussed during the Conference, Road-ee and Training portion of the agenda and it will be discussed again during the January 2021 meeting.

Board Member Announcements:

Both Joe Hardin of Ztrans and Tony Mortillaro of the North Central Regional Transit District (NCRTD) noted that some of their drivers tested positive for COVID-19 necessitating a temporary shut down and a reduction in service. Joe said the Ruidoso transportation program has been halted for two weeks. Tony said NCRTD had a similar issue in November which has caused reduced routes and required passengers to call in advance to obtain rides.

Next Meeting Date/Time and Location:

The next meeting will be held January 21, 2021 and will be held virtually.

Adjourn:

Tony Mortillaro moved to adjourn the meeting, the motion was seconded by Stan Cooper and the motion passed. The meeting adjourned at 1:15 p.m.

NMTA Monthly Activity Report

December 2020

Line Item	Credits	Debits	Comments
Income:			
NMTA Deposits:			
NMDOT Reimbursements			
Member Dues Deposits			
Conference/Road-eo deposits:	0.00		
Misc. Deposits	<u>153.24</u>		Gusto Payroll Reimbursement
Total Deposits:	153.24		
Expenses:			
NMDOT Reimbursable Expenses:			
Administrator - 1		3,214.94	
Employment Taxes - 1		866.42	
Postage - 1		0.00	
Cell Phone - 1		79.88	
Audit - 1		0.00	
Contract Services - 1		0.00	
Dues and Subscriptions - 1		15.76	Adobe Acrobat
Insurance - 1		0.00	
Occupancy Cost		160.00	Storage fee for Dec. 2020 and Jan. 2021
Office Supplies - 1		0.00	
Training - 1		0.00	
Travel - 1		0.00	
Roadeo/Conference - 1		<u>0.00</u>	
Total NMDOT Reimbursable Expenses:		4,337.00	
NMTA Expenses:			
Administrator - 2		803.73	
Employment Taxes - 2		216.60	
Postage - 2		0.00	
Cell Phone - 2		19.97	
Audit - 2		0.00	
Contract Services - 2			
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:		1,040.30	

NMTA Monthly Activity Report

January 2021

Line Item	Credits	Debits	Comments
Income:			
NMDOT Deposits:			
NMDOT Reimbursements	2,949.77		
Member Dues Deposits			
Conference/Road-eo deposits:	0.00		
Misc. Deposits			
Total Deposits:	<u>2,949.77</u>		
Expenses:			
NMDOT Reimbursable Expenses:			
Administrator - 1		2,146.98	
Employment Taxes - 1		596.18	
Postage - 1		0.00	
Cell Phone - 1		80.12	
Audit - 1		3,050.00	
Contract Services - 1		256.20	
Dues and Subscriptions - 1		15.76	Adobe Acrobat
Insurance - 1		0.00	
Occupancy Cost		80.00	Storage fee for Feb. 2021
Office Supplies - 1		0.00	
Training - 1		0.00	
Travel - 1		0.00	
Roadeo/Conference - 1		0.00	
Total NMDOT Reimbursable Expenses:		<u>6,225.24</u>	
NMTA Expenses:			
Administrator - 2		536.74	
Employment Taxes - 2		149.04	
Postage - 2		0.00	
Cell Phone - 2		20.03	
Audit - 2		3,172.24	
Contract Services - 2		256.20	
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		1,300.00	
Legislative Advocacy Plan		0.00	
Total NMTA Expenses:		<u>5,434.25</u>	

BUDGET TOTALS	ESTIMATED	YTD ACTUAL	DIFFERENCE
Membership Revenue	17,000.00	10,700.00	(6,300.00)
Conference/Rodeo Revenue	35,000.00	0.00	(35,000.00)
NMDOT Revenue	140,250.00	16,909.45	(123,340.55)
NMDOT Expenses	(140,250.00)	(27,471.69)	112,778.31
NMTA Expenses	(49,430.00)	(18,241.16)	31,188.84
Balance (Income minus Expenses)	2,570.00	(18,103.40)	(20,673.40)

BUDGET OVERVIEW



Bank Reconciled Balances:

B of A Checking	\$15,374.15
B of A Savings	\$48,092.23
Combined total:	\$63,466.38

INCOME	ESTIMATED	YTD ACTUAL	DIFFERENCE	VARIANCE %
Membership Revenue	17,000.00	10,700.00	(6,300.00)	-37.06%
Conference/Rodeo Revenue	35,000.00	0.00	(35,000.00)	-100.00%
NMDOT Revenue	140,250.00	16,909.45	(123,340.55)	-87.94%
Total	192,250.00	27,609.45	(164,640.55)	-85.64%

NMDOT OPERATING EXPENSES	Annual Budget	YTD ACTUAL	DIFFERENCE	VARIANCE %
Administrator	29,120.00	17,121.46	11,998.54	41.20%
Administrative Prof. Development	0.00	0.00	0.00	#DIV/0!
Employment Taxes	8,000.00	4,796.26	3,203.74	40.05%
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	548.97	451.03	45.10%
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	551.47	2,448.53	81.62%
Dues and Subscriptions	1,500.00	680.25	819.75	54.65%
Equipment	0.00	0.00	0.00	#DIV/0!
Insurance	900.00	0.00	900.00	100.00%
Occupancy Costs	960.00	720.00	240.00	25.00%
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	0.00	36,000.00	100.00%
Rodeo and Conference	48,950.00	0.00	48,950.00	100.00%
Total Operating	140,250.00	27,471.69	112,778.31	80.41%

NMTA OPERATING EXPENSES	Annual Budget	YTD ACTUAL	DIFFERENCE	VARIANCE %
Administrator - 2	7,280.00	4,280.36	2,999.64	41.20%
Employment Taxes - 2	2,000.00	1,199.07	800.93	40.05%
Postage - 2	50.00	0.82	49.18	98.36%
Cell Phone - 2	250.00	137.20	112.80	45.12%
Audit - 2	3,050.00	3,172.24	-122.24	-4.01%
Contract Services - 2	3,000.00	551.47	2,448.53	81.62%
Insurance - 2	900.00	0.00	900.00	100.00%
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%
Rodeo & Conference	3,500.00	0.00	3,500.00	100.00%
National Rodeo Winners Sponsorsh	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	18,241.16	31,188.84	63.10%



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