

**New Mexico Transit Association  
Board Meeting  
August 18, 2022 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

Rebecka Hicks, (Secretary), representing 5211 programs

Present / Absent / Called In

Kevin Olinger, (Ex-Officio)

Present / Absent / Called In

James Barela, Director at Large

Present / Absent / Called In

Mike Bartholomew, representing 5307 programs

Present / Absent / Called In

(OPEN), Business Member

Present / Absent / Called In

(OPEN), Director at Large

Present / Absent / Called In

Tom Marking, Professional 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 – May 19, 2022
5. Approval of Treasurer’s Monthly Financial Report for May, June, and July 2022

**Presentations:**

**Action Items:**

1. Approval of Legislative Contract with JD Bullington Government Relations for 2023
2. Approval of CPA Firm to perform the annual audit and 990
3. Approval of Brent Roy with Creative Bus Sales to replace Gary Guinn as the NMTA Business Member

**Subcommittee Updates:**

- Conference, Road-eo and Training  
(Liz Carter, Ed Powers and James Barela)
- Legislative and Communications  
(Tony Mortillaro and Tom Marking)
- Membership and Sponsors  
(Mike Bartholomew and Becky Hicks)

**Discussion Items:**

1. FY2023 Training Calendar
2. Plans to move forward on filling the Tribal Transit seat previously held by Christy Ladd
3. NMTA Board Meetings – How often should we meet?

**Board Member Announcements:**

**Next Meeting Date/Time/Location:**

**New Mexico Transit Association  
Board Meeting Minutes  
May 19, 2022 at 12:00PM  
Via Zoom and Conference Call**

**STANDING ITEMS:**

**1. Call to Order**

President Joe Hardin called the meeting to order at 12:04PM.

**2. Roll Call**

Board Members Present:

Joe Hardin, President

Elizabeth Carter, Vice-President

Ed Powers, Treasurer

Rebecka Hicks, Secretary

James Barela, Director at Large

Mike Bartholomew, representing 5307 Programs

Christy Ladd, Director at Large

Tom Marking, Professional Business Member

Anthony Mortillaro, representing Regional Transit Districts (RTD)

Guests Present: Kevin Olinger, NMDOT Transit & Rail Division

Staff Present: Melissa Drake

Not Present: Gary Guinn, Business Member

**3. Approval of Agenda**

Motion: Elizabeth Carter; Second: Mike Bartholomew

Vote: 10-0, motion passed

**4. Approval of Meeting Minutes**

February 2022

Motion: Anthony Mortillaro; Second: Ed Powers

Vote: 10-0, motion passed

March 2022 (amended to change spelling to Rebecka and Carlsbad Transit System to Roswell Transit)

Motion to approve as amended: Anthony Mortillaro; Second: Ed Powers

Vote: 10-0, motion passed

**5. Approval of Treasurer's Monthly Financial Report**

February 2022

Motion: Becky Hicks; Second: Mike Bartholomew

Vote: 10-0, motion passed

March 2022

Motion: Becky Hicks; Second: Elizabeth Carter

Vote: 10-0, motion passed

April 2022

Motion: Becky Hicks; Second: Mike Bartholomew

Vote: 10-0, motion passed

Motion to reallocate remaining Rodeo budget funds to training budget funds: Becky Hicks; Second: Anthony Mortillaro

Vote: 10-0, motion passed

**PRESENTATIONS: None**

**ACTION ITEMS:**

**1. Annual Performance Review for Melissa Drake**

Motion to move into closed session at 12:15PM: Becky Hicks; Second: Ed Powers

Vote: 10-0, motion passed

**2. Consideration of performance adjustment for Melissa Drake**

Motion to move back into open session at 12:30PM: Elizabeth Carter; Second: Tom Marking

Vote: 10-0, motion passed

**3. Approval of FY2023 NMDOT Budget**

Motion to approve with 7% increase for administrative salary beginning 7/1/2022 (reallocation from another line item, no net effect): Mike Bartholomew; Second: Anthony Mortillaro

Vote: 10-0, motion passed

**4. Approval of FY2023 NMTA Budget**

Motion to approve with 7% increase for administrative salary beginning 7/1/2022 (reallocation from another line item, no net effect): Mike Bartholomew; Second: Christy Ladd

Vote: 10-0, motion passed

**SUBCOMMITTEE UPDATES:**

**1. Conference, Rodeo and Training (Liz Carter, Ed Powers, and Joe Hardin)**

Melissa presented: Conference was very successful. Originally were only expecting 80 but ended up having 130 inclusive of vendors. All feedback has been positive. The Saturday Managers' Conference was received very well and will probably be scheduled for the Saturday before the Rodeo in upcoming years. Since the weather is typically very bad during the Rodeo, an indoor venue is being sought. It will depend on whether or not a space can be located large enough to map out the entire course. Holding the event indoors will probably improve attendance. (Thanks, Melissa, for your incredible effort in getting this planned and delivered in 30 days!)

In-person trainings are starting back up. The next training is scheduled for June 27, 2022 in Santa Fe. This will most likely be a hybrid meeting with Dan Wagner and John Claire covering procurement updates. No additional trainings are scheduled for the remainder of the federal fiscal year. Several suggestions were made by the Board. Dispatch training for FY2023. Wheel chair restraint training for drivers on the Saturday when the Managers' Conference is going on at next year's Rodeo.

**2. Legislative and Communications (Tony Mortillaro, Tom Marking, Christy Ladd)**

No updates. Will start preparing for next session in November 2022. Tom will discuss lobbying, a permanent home for Transit funding with AARP soon.

**3. Membership and Sponsors (Gary Guinn, Mike Bartholomew and James Barela)**

No updates.

**DISCUSSION ITEMS:**

**1. 2022 Manager's Leadership, Rodeo, Conference and Expo Expense/Revenue update**

Melissa negotiated rates with presenters and with Isleta to keep costs down. The team presenters were supportive of the entire event, even coming to the Rodeo in horrible weather conditions.

**2. Reorganization of Subcommittee Members**

James Barela agreed to move to the Conference Committee, and Becky Hicks agreed to serve on the Membership and Sponsors Committee. James is willing to do pre-trip/restraint training and go over the manual for drivers during next year's Managers' Conference.

**3. 2022 Training Update**

During the next meeting we will discuss the workshops at the next year's conference.

**BOARD MEETING ANNOUNCEMENTS:**

Liz' boss, Terry Doyle from Rio Metro, has retired. Alicia King competed in the CTA Rodeo and did well. She was not in the top 5. We don't yet know where she ranked out of the 50 competitors. It was a great experience for her. Joe is getting a knee replacement the end of June or beginning of July 2022.

**NEXT MEETING DATE/TIME/LOCATION:**

Next meeting will be zoom at 12:00PM on June 16, 2022.

**ADJOURNMENT**

Motion made to adjourn at 1:02PM: Anthony Mortillaro; Second: Mike Bartholomew  
Vote: 10-0, motion passed.

NMTA Monthly Activity Report

June 2022

Line Item	Credits	Debits	Comments
<b>Income:</b>			
<b>NMTA Deposits:</b>			
NMDOT Reimbursements	7,194.59		April 2022 Reimbursement
Member Dues Deposits	0.00		
Conference/Road-eo deposits:	0.00		
Misc. Deposits	<u>200.00</u>		Creative Bus Sales - Lunch Sponsor for Procurement Training held on June 27th.
Total Deposits:	7,394.59		
<b>Expenses:</b>			
<b>NMDOT Reimbursable Expenses:</b>			
Administrator - 1		1,824.98	
Employment Taxes - 1		225.46	
Postage - 1		0.00	
Cell Phone - 1		80.96	
Audit - 1		0.00	
Contract Services - 1		323.62	Hinkle + Landers - payroll svc. Fee
Dues and Subscriptions - 1		2,500.50	Adobe Acrobat, CTAA, APTA, GoDaddy, eFax, Kapersky
Equipment		0.00	
Insurance - 1		0.00	
Occupancy Cost		0.00	
Printing		0.00	
Office Supplies - 1		0.00	
Training - 1		21,749.45	
Travel - 1		151.01	Mileage reimbursement paid to Melissa Drake for January 2022 to June 2022
Roadeo/Conference - 1		0.00	
Total NMDOT Reimbursable Expenses:		26,855.98	
<b>NMTA Expenses:</b>			
Administrator - 2		962.00	
Employment Taxes - 2		535.92	
Postage - 2		0.00	
Cell Phone - 2		20.24	
Audit - 2		0.00	
Contract Services - 2		323.62	
Insurance - 2		547.76	
Office Supplies - 2		0.00	
Travel - 2		37.75	
Roadeo/Conference - 2		0.00	
National Roadeo Winners Sponsorship		0.00	
NMTA Meetings		4,606.89	Production Outfitters - Contractor paid to record and manage sound quality on Zoom for June 27th Procurement training. Amount over NMDOT MOA FY2022 Budget.
Legislative Services		0.00	
Legislative Advocacy Plan		0.00	
Total NMTA Expenses:		7,034.18	

BUDGET TOTALS	ESTIMATED	YTD ACTUAL	DIFFERENCE
Membership Revenue	14,500.00	14,712.90	212.90
Conference/Roadeo Revenue	35,000.00	23,080.00	(11,920.00)
NMDOT Revenue	140,250.00	109,753.90	(30,496.10)
NMDOT Expenses	(140,250.00)	(140,250.00)	0.00
NMTA Expenses	(49,430.00)	(28,068.32)	21,361.68
Balance (Income minus Expenses)	70.00	(20,771.52)	(20,841.52)

## BUDGET OVERVIEW



### Bank Reconciled Balances:

B of A Checking	\$2,365.87
B of A Savings	\$48,111.92
Combined total:	\$50,477.79

INCOME	ESTIMATED	YTD ACTUAL	DIFFERENCE	VARIANCE %
Membership Revenue	14,500.00	14,712.90	212.90	1.47%
Conference/Roadeo Revenue	35,000.00	23,080.00	(11,920.00)	-34.06%
NMDOT Revenue	140,250.00	109,753.90	(30,496.10)	-21.74%
Total	189,750.00	147,546.80	(42,203.20)	-22.24%

NMDOT OPERATING EXPENSES	Annual Budget	YTD ACTUAL	DIFFERENCE	VARIANCE %
Administrator	30,285.00	30,285.00	0.00	0.00%
Administrative Prof. Development	0.00	0.00	0.00	0.00%
Employment Taxes	8,320.00	8,320.00	0.00	0.00%
Internet Subscription Service	0.00	0.00	0.00	0.00%
Postage	0.00	0.00	0.00	0.00%
Cell Phone	972.22	972.22	0.00	0.00%
Audit	3,204.42	3,204.42	0.00	0.00%
Advertisement	0.00	0.00	0.00	0.00%
Contract Services	1,345.72	1,345.72	0.00	0.00%
Dues and Subscriptions	3,305.52	3,305.52	0.00	0.00%
Equipment	539.36	539.36	0.00	0.00%
Insurance	900.00	900.00	0.00	0.00%
Occupancy Costs	960.00	960.00	0.00	0.00%
Printing/Copying	1,631.56	1,631.56	0.00	0.00%
Office Supplies	527.46	527.46	0.00	0.00%
Office Furniture	0.00	0.00	0.00	0.00%
Travel	304.13	304.13	0.00	0.00%
Trainings	48,729.25	48,729.25	0.00	0.00%
Roadeo and Conference	39,225.36	39,225.36	0.00	0.00%
<b>Total Operating</b>	<b>140,250.00</b>	<b>140,250.00</b>	<b>0.00</b>	<b>0.00%</b>

NMTA OPERATING EXPENSES	Annual Budget	YTD ACTUAL	DIFFERENCE	VARIANCE %
Administrator - 2	7,571.00	8,076.98	-505.98	-6.68%
Employment Taxes - 2	2,080.00	2,559.53	-479.53	-23.05%
Postage - 2	50.00	0.00	50.00	100.00%
Cell Phone - 2	250.00	243.15	6.85	2.74%
Audit - 2	3,204.42	3,204.42	0.00	0.00%
Contract Services - 2	2,845.58	1,191.73	1,653.85	58.12%
Insurance - 2	900.00	1,039.51	-139.51	-15.50%
Office Supplies - 2	180.00	131.87	48.13	26.74%
Travel - 2	704.00	76.03	627.97	89.20%
NMTA Meetings/Retreat	1,100.00	4,643.21	-3,543.21	-322.11%
Roadeo & Conference	3,500.00	3,001.89	498.11	14.23%
National Roadeo Winners Sponsorshi	7,045.00	0.00	7,045.00	100.00%
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%
<b>Total Operating</b>	<b>49,430.00</b>	<b>28,068.32</b>	<b>21,361.68</b>	<b>43.22%</b>

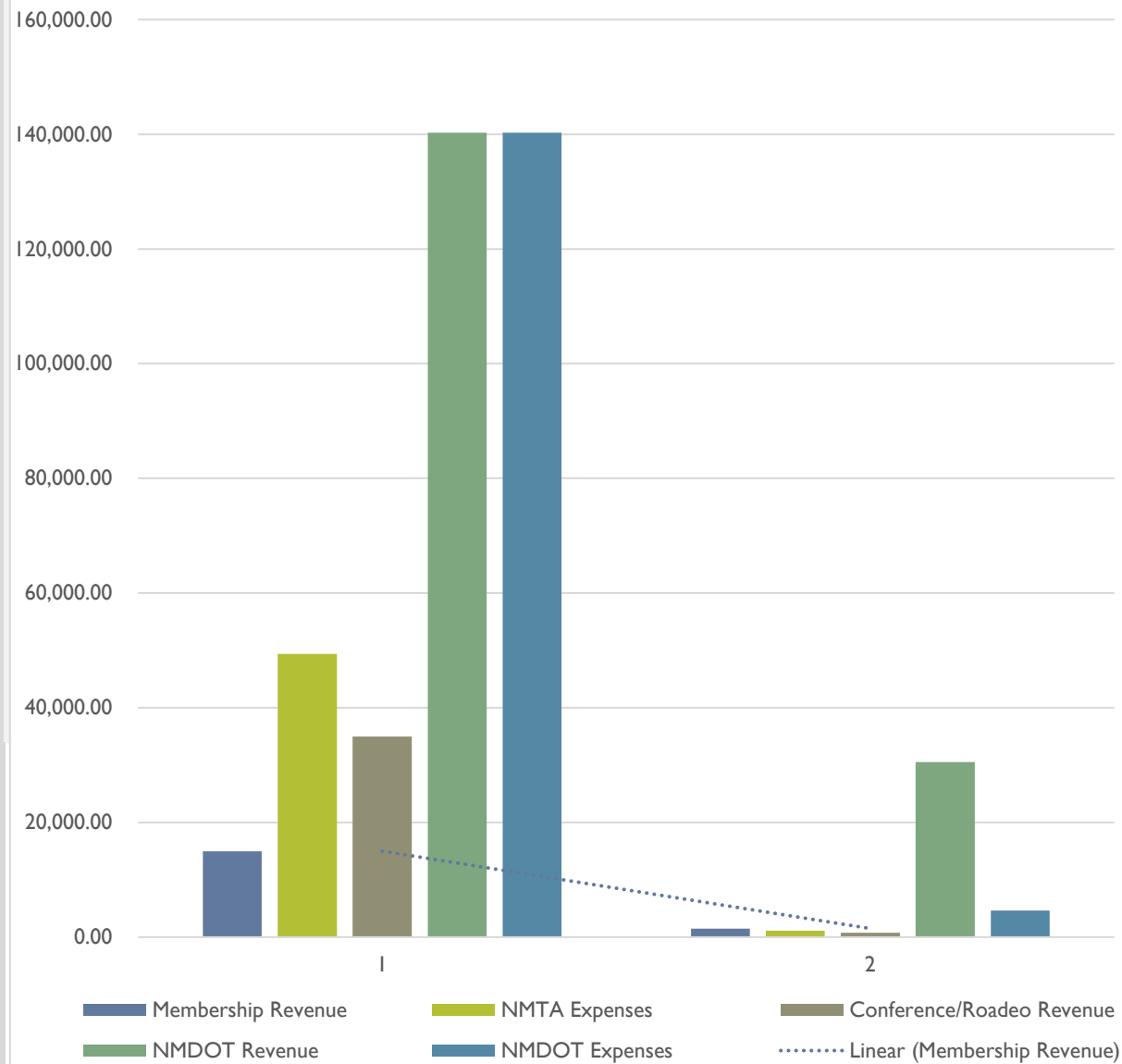
NMTA Monthly Activity Report

July 2022

Line Item	Credits	Debits	Comments
<b>Income:</b>			
<b>NMTA Deposits:</b>			
NMDOT Reimbursements	30,496.10		May and June 2022 Reimbursement
Member Dues Deposits	1,500.00		UNM, NMDOT, Red Apple (Farmington)
Conference/Road-eo deposits:	800.00		SF Trails (March 2022 Conf.)
Misc. Deposits	<u>4.30</u>		ADP Payroll Tax Refund
Total Deposits:	32,800.40		
<b>Expenses:</b>			
<b>NMDOT Reimbursable Expenses:</b>			
Administrator - 1		3,485.58	
Employment Taxes - 1		968.38	
Postage - 1		0.00	
Cell Phone - 1		81.12	
Audit - 1		0.00	
Contract Services - 1		0.00	
Dues and Subscriptions - 1		16.12	Adobe Acrobat
Equipment		0.00	
Insurance - 1		0.00	
Occupancy Cost		80.00	
Printing		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:		4,631.20	
<b>NMTA Expenses:</b>			
Administrator - 2		871.40	
Employment Taxes - 2		242.09	
Postage - 2		0.00	
Cell Phone - 2		20.28	
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:		1,133.77	

BUDGET TOTALS	ESTIMATED	YTD ACTUAL	DIFFERENCE
Membership Revenue	15,000.00	1,504.30	(13,495.70)
Conference/Roadeo Revenue	35,000.00	800.00	(34,200.00)
NMDOT Revenue	140,250.00	30,496.10	(109,753.90)
NMDOT Expenses	140,250.00	4,631.20	(135,618.80)
NMTA Expenses	49,430.00	1,133.77	(48,296.23)
Balance (Income minus Expenses)	379,930.00	38,565.37	(341,364.63)

## BUDGET OVERVIEW



### Bank Reconciled Balances:

B of A Checking	\$33,074.33
B of A Savings	\$48,113.15
<b>Combined total:</b>	<b>\$81,187.48</b>

INCOME	ESTIMATED	YTD ACTUAL	DIFFERENCE	VARIANCE %
Membership Revenue	14,500.00	1,504.30	(12,995.70)	-89.63%
Conference/Roadeo Revenue	35,000.00	800.00	(34,200.00)	-97.71%
NMDOT Revenue	140,250.00	30,496.10	(109,753.90)	-78.26%
<b>Total</b>	<b>189,750.00</b>	<b>32,800.40</b>	<b>(156,949.60)</b>	<b>-82.71%</b>

NMDOT OPERATING EXPENSES	Annual Budget	YTD ACTUAL	DIFFERENCE	VARIANCE %
Administrator	32,405.00	3,485.58	28,919.42	89.24%
Administrative Prof. Development	0.00	0.00	0.00	0.00%
Employment Taxes	8,902.00	968.38	7,933.62	89.12%
Internet Subscription Service	0.00	0.00	0.00	0.00%
Postage	100.00	0.00	100.00	0.00%
Cell Phone	1,000.00	81.12	918.88	91.89%
Audit	3,050.00	0.00	3,050.00	100.00%
Advertisement	0.00	0.00	0.00	0.00%
Contract Services	2,000.00	0.00	2,000.00	100.00%
Dues and Subscriptions	1,500.00	16.12	1,483.88	98.93%
Equipment	0.00	0.00	0.00	0.00%
Insurance	900.00	0.00	900.00	100.00%
Occupancy Costs	960.00	80.00	880.00	91.67%
Printing/Copying	2,000.00	0.00	2,000.00	100.00%
Office Supplies	720.00	0.00	720.00	100.00%
Office Furniture	0.00	0.00	0.00	0.00%
Travel	1,763.00	0.00	1,763.00	100.00%
Trainings	36,000.00	0.00	36,000.00	100.00%
Roadeo and Conference	48,950.00	0.00	48,950.00	100.00%
<b>Total Operating</b>	<b>140,250.00</b>	<b>4,631.20</b>	<b>135,618.80</b>	<b>96.70%</b>

NMTA OPERATING EXPENSES	Annual Budget	YTD ACTUAL	DIFFERENCE	VARIANCE %
Administrator - 2	8,101.00	871.40	7,229.60	89.24%
Employment Taxes - 2	2,226.00	242.09	1,983.91	89.12%
Postage - 2	25.00	0.00	25.00	100.00%
Cell Phone - 2	250.00	20.28	229.72	91.89%
Audit - 2	3,050.00	0.00	3,050.00	100.00%
Contract Services - 2	2,000.00	0.00	2,000.00	100.00%
Insurance - 2	900.00	0.00	900.00	100.00%
Office Supplies - 2	180.00	0.00	180.00	100.00%
Travel - 2	704.00	0.00	704.00	100.00%
Training - 2	349.00	0.00	349.00	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	0.00	7,045.00	100.00%
Legislative Services	12,000.00	0.00	12,000.00	100.00%
Legislative Advocacy	8,000.00	0.00	8,000.00	100.00%
<b>Total Operating</b>	<b>49,430.00</b>	<b>1,133.77</b>	<b>48,296.23</b>	<b>97.71%</b>



SEVENTH AMENDMENT TO  
PROFESSIONAL SERVICES AGREEMENT  
BETWEEN  
THE NEW MEXICO TRANSIT ASSOCIATION  
AND  
J.D. BULLINGTON GOVERNMENT RELATIONS, LLC

The Professional Service Agreement dated, August 15, 2014 (The "Agreement") between New Mexico Transit Association ("NMTA") and J.D. Bullington Government Relations, LLC. (JDBGR) is hereby amended by mutual agreement of the parties as follows.

The Parties mutually agree to amend Article One (1) (a) reducing the compensation from \$1,800.00 per month (second amendment dated June 22, 2016, third amendment dated July 2, 2018) to \$1,300.00 per month including gross receipts tax, with a limit of \$9,100.00 for the term of this amendment.

Furthermore, the Parties mutually agree to extend the term and effective date. The new Effective Date is September 1, 2022 and the new Term Date in this agreement is March 30, 2023, unless terminated sooner, pursuant to Article Five (5) of the Professional Services agreement dated August 15, 2014. All other provisions in the August 15, 2014 Professional Services Agreement remain applicable.

\_\_\_\_\_  
Joseph Hardin  
President, New Mexico Transit Association

Date: \_\_\_\_\_

\_\_\_\_\_  
J.D. Bullington  
J.D. Bullington Government Relations, LLC

Date: \_\_\_\_\_

## FY22 Audit Quotes

### Hinkle & Landers (Albuquerque)

Farly Vener

883-8788 or 385-4899

Quote if contract for a 3 year audit:

#### Year Ended

	2022		2023		2024	
	Hours	Cost	Hours	Cost	Hours	Cost
Financial Statement Audit and 990	60	6,600	60	\$7,072.00	60	\$7,355.00
DOT Portion	48	5,280	48	\$5,658.00	48	\$5,844.00
NMTA Portion	12	1,320	12	\$1,414.00	12	\$1,471.00
Subtotal	60	6,600	60	\$7,072.00	60	\$7,355.00
Plus Gross Receipts Tax @ 7.750%*		513		\$550.00		\$572.00
Total	60	7,113	60	\$7,622.00	60	\$7,927.00

### Atkinson & Company (Albuquerque/Rio Rancho)

Barbara Lewis

843-6492

Audits begin at \$8,000.00

(This does not include filing of the EZ 990 IRS form)

### Pulakos CPA

Not able to help us at this time, we're too small



## **Brent Roy Bio**

Brent Roy is a bus sales professional specializing in the sale and support of custom vehicles for public transit agencies throughout the Southwest.

For over 21 years, Brent has worked closely with public transit agencies in Texas, New Mexico, Oklahoma, Kansas and Arkansas including large Metro, Small Urban, and Rural public transit agencies. An expert in bus technical specifications and regulations, Brent has acted in the roll of advocate for public transit agencies with multiple bus manufacturers. His consultancy is widely relied upon by public transit fleet managers and directors during the vehicle planning and purchasing process.

Brent has served on Boards of Directors for the following public transit associations:

- Oklahoma Transit Association Board of Directors – Business Member 2003-2014, 2018-2020
- New Mexico Transit Association Board of Directors – Business Member 2011-2014
- Southwest Transit Association Board of Directors – Business Member 2007-2009 2012-2014, and 2017 to 2019

Brent has a passion for working with and assisting public transit agencies and transit associations, and is always willing to serve in any capacity his skillset fits.