

**New Mexico Transit Association
Board Meeting
December 15, 2022 at 12:00 p.m.
Virtual/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

Brent Roy, Business Member

Present / Absent / Called In

(OPEN), Director at Large, representing Tribal Transit

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 – November 17, 2022
5. Approval of Treasurer’s Monthly Financial Report for November 2022

Presentations:

1. Legislative Update – presented by J.D. Bullington, J.D. Bullington Government Relations

Action Items:

1. Approval of 2023 Legislative Agenda – presented by Tony Mortillaro

Subcommittee Updates:

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

Discussion Items:

Board Member Announcements:

Next Meeting Date/Time/Location: January 19, 2023, location to be determined

**New Mexico Transit Association
Board Meeting Minutes
November 17, 2022 at 12:00PM
Hybrid Meeting
Roadrunner Transit, City of Las Cruces
300 W. Lohman Avenue, Las Cruces, NM 88005**

STANDING ITEMS:

1. Call to Order

At 12:06 PM.

2. Roll Call

Board Members Present:

Joe Hardin, President – in person

Elizabeth Carter, Vice-President – zoom

Ed Powers, Treasurer – zoom

Rebecka Hicks, Secretary – in person

James Barela, Director at Large – zoom

Mike Bartholomew, representing 5307 Programs – in person

Brent Roy, Business Member – zoom

Tom Marking, Professional Business Member – zoom

Anthony Mortillaro, representing Regional Transit Districts (RTD) – zoom

Guests Present: David Armijo – in person, Richard Hanaway – in person, Farley Vener, President Hinkle & Landers – zoom

Staff Present: Melissa Drake

Not Present: Kevin Olinger, Ex-Officio

One Open Positions: Director at Large vacated by Christy Ladd

3. Approval of Agenda

Motion: Mike Bartholomew; Second: Anthony Mortillaro

Vote: 8-0, motion passed

4. Approval of Meeting Minutes

August 18, 2022

Motion: Ed Powers; Second: Mike Bartholomew

Vote: 8-0, motion passed

September 1, 2022

Motion: Ed Powers; Second: Mike Bartholomew

Vote: 8-0, motion passed

5. Approval of Treasurer's Monthly Financial Report

August, September and October 2022

Motion: Becky Hicks; Second: Mike Bartholomew/Tony Mortillaro

Vote: 9-0, motion passed

PRESENTATIONS:

1. FY2022 Full Financial Audit – Farley Vener with Hinkle & Landers CPA

Audit went well. Recommendations regarding some adjusting journal entries and modifications for entries made in the coming year. No material findings.

ACTION ITEMS:

1. Approval of FY2022 Full Financial Audit presented by Farley Vener with Hinkle & Landers CPA

Motion to approve: Becky Hicks; Second: Mike Bartholomew

Vote: 9-0, motion passed

2. Approval for 2023 Conference Venue

Motion to approve Santa Ana Star for week of March 18-21 or 25-28: Becky Hicks; Second: Liz Carter

Vote: 9-0, motion passed

3. Approval of 2023 Road-eo Venue

Motion to approve Rio Rancho Events Center: Becky Hicks; Second: James Barela

Vote: 9-0, motion passed

SUBCOMMITTEE UPDATES:

1. Conference, Roadeo and Training (Liz Carter, Ed Powers, and James Barela)

This was discussed in Action Items 2 and 3 above.

2. Legislative and Communications (Joe Hardin, Anthony Mortillaro and Tom Marking)

Will be discussed in detail at next meeting as the legislative session starts in January.

3. Membership and Sponsors (Mike Bartholomew, Brent Roy and Becky Hicks)

Melissa will send the old NMTA brochure to Becky Hicks for review and updates.

DISCUSSION ITEMS:

1. FY2023 NMDOT MOA Update and funding received.

The MOA was received and signed by Joe Hardin. A signed copy for NMTA has been requested.

2. NMDOT Request for NMTA Assistance to Bring Them Current with Required Training Needs

Putting the training calendar together and getting additional opportunities for Road-eo, possibly.

3. Approval to Purchase The Owl Lab camera system for Hybrid Meetings/Training

Melissa will get pricing put together for needed equipment and send it out to the executive board.

4. Tribal Transit seat previously held by Christy Ladd

No response from Sybil. Tony will forward an email from Melissa to Sybil. Melissa will reach out to Laguna Pueblo to see if they have interest in filling this position.

BOARD MEETING ANNOUNCEMENTS:

Mike Bartholomew announced that RoadRunner Transit will be moving to Zero – Fare. He also added that Electric Buses have been ordered.

Brent Roy let all know that the chassis supply is improving.

NEXT MEETING DATE/TIME/LOCATION:

Next meeting will be on-line, zoom only on December 15, 2022 at 12PM.

ADJOURNMENT

Motion made to adjourn at 1:48PM: Mike Bartholomew; Second: Ed Powers

Vote: 9-0, motion passed.

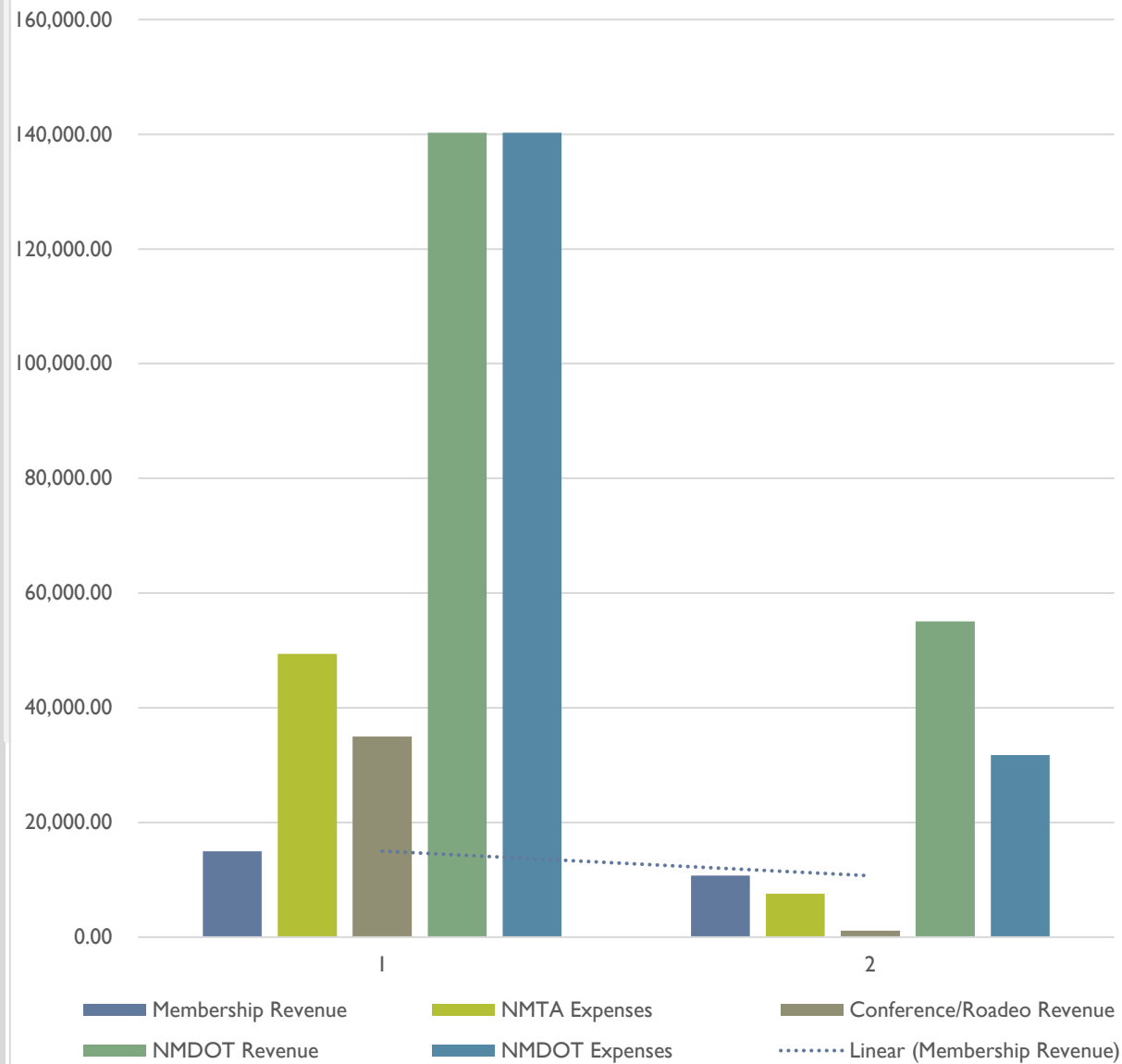
NMTA Monthly Activity Report

November 2022

Line Item	Credits	Debits	Comments
Income:			
NMTA Deposits:			
NMDOT Reimbursements	19,944.72		
Member Dues Deposits	0.00		
Conference/Road-eo deposits:			
Misc. Deposits			
Total Deposits:	19,944.72		
Expenses:			
NMDOT Reimbursable Expenses:			
Administrator - 1		2,370.00	
Employment Taxes - 1		659.70	
Postage - 1		0.00	
Cell Phone - 1		85.83	
Audit - 1		0.00	
			Hinkle + Landers for payroll services in Sept. - Oct. 2022 + 3rd quarter payroll
Contract Services - 1		255.90	reports
Dues and Subscriptions - 1		16.12	
Equipment		0.00	
Insurance - 1		0.00	
			Storage Unit Rental for December 2022 and January 2023
Occupancy Cost		160.00	
Printing		0.00	
Office Supplies - 1		0.00	
Training - 1		0.00	
Travel - 1		0.00	
Rodeo/Conference - 1		0.00	
Total NMDOT Reimbursable Expenses:		3,547.55	
NMTA Expenses:			
Administrator - 2		592.50	
Employment Taxes - 2		164.92	
Postage - 2		0.00	
Cell Phone - 2		21.46	
Audit - 2		0.00	
Contract Services - 2		255.91	
Insurance - 2		0.00	
Office Supplies - 2		0.00	
Travel - 2		0.00	
Rodeo/Conference - 2		0.00	
National Rodeo Winners Sponsorship		0.00	
			November 17, 2022 NMTA Board
NMTA Meetings		101.00	Meeting Lunch
Legislative Services		1,300.00	Services Rendered in October 2022
Legislative Advocacy Plan		0.00	
Total NMTA Expenses:		2,435.79	

BUDGET TOTALS	ESTIMATED	YTD ACTUAL	DIFFERENCE
Membership Revenue	15,000.00	10,704.30	(4,295.70)
Conference/Roadeo Revenue	35,000.00	1,125.00	(33,875.00)
NMDOT Revenue	140,250.00	55,072.02	(85,177.98)
NMDOT Expenses	140,250.00	31,740.98	(108,509.02)
NMTA Expenses	49,430.00	7,560.73	(41,869.27)
Balance (Income minus Expenses)	379,930.00	106,203.03	(273,726.97)

BUDGET OVERVIEW



Bank Reconciled Balances:

B of A Checking	\$31,739.51
B of A Savings	\$48,117.99
Combined total:	\$79,857.50

INCOME	ESTIMATED	YTD ACTUAL	DIFFERENCE	VARIANCE %
Membership Revenue	15,000.00	10,704.30	(4,295.70)	-28.64%
Conference/Roadeo Revenue	35,000.00	1,125.00	(33,875.00)	-96.79%
NMDOT Revenue	140,250.00	55,072.02	(85,177.98)	-60.73%
Total	190,250.00	66,901.32	(123,348.68)	-64.84%

NMDOT OPERATING EXPENSES	Annual Budget	YTD ACTUAL	DIFFERENCE	VARIANCE %
Administrator	32,405.00	12,963.98	19,441.02	59.99%
Administrative Prof. Development	0.00	0.00	0.00	0.00%
Employment Taxes	8,902.00	3,606.08	5,295.92	59.49%
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	414.95	585.05	58.51%
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	511.80	1,488.20	74.41%
Dues and Subscriptions	1,500.00	950.81	549.19	36.61%
Equipment	0.00	0.00	0.00	0.00%
Insurance	900.00	0.00	900.00	100.00%
Occupancy Costs	960.00	560.00	400.00	41.67%
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	12,733.36	23,266.64	64.63%
Roadeo and Conference	48,950.00	0.00	48,950.00	100.00%
Total Operating	140,250.00	31,740.98	108,509.02	77.37%

NMTA OPERATING EXPENSES	Annual Budget	YTD ACTUAL	DIFFERENCE	VARIANCE %
Administrator - 2	8,101.00	3,241.40	4,859.60	59.99%
Employment Taxes - 2	2,226.00	902.07	1,323.93	59.48%
Postage - 2	25.00	0.00	25.00	100.00%
Cell Phone - 2	250.00	103.76	146.24	58.50%
Audit - 2	3,050.00	0.00	3,050.00	100.00%
Contract Services - 2	2,000.00	511.83	1,488.17	74.41%
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	201.67	898.33	81.67%
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	2,600.00	9,400.00	78.33%
Legislative Advocacy	8,000.00	0.00	8,000.00	100.00%
Total Operating	49,430.00	7,560.73	41,869.27	84.70%

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SENATE BILL

56TH LEGISLATURE - STATE OF NEW MEXICO - FIRST SESSION, 2023

INTRODUCED BY

DISCUSSION DRAFT

AN ACT

RELATING TO TRANSPORTATION; CREATING THE STATE TRANSIT FUND;
ALLOWING MONEY IN THE FUND TO PROVIDE UP TO FIFTY PERCENT OF
MATCHING FUNDS FOR PUBLIC TRANSIT AGENCIES; MAKING AN
APPROPRIATION.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF NEW MEXICO:

SECTION 1. [NEW MATERIAL] STATE TRANSIT FUND.--

A. The "state transit fund" is created as a nonreverting fund in the state treasury. The fund consists of appropriations, donations, interest from investment of the fund and other money distributed to the fund. The fund shall be administered by the department, and money in the fund is appropriated to the department to provide funds to public transit agencies as provided by this section. Disbursements from the fund shall be made by warrant of the secretary of

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1 finance and administration pursuant to vouchers signed by the
2 secretary of transportation or the secretary's designee.

3 B. A public transit agency that submits a funding
4 request to the department to match federal grant funds for
5 general public transit operations and public transit
6 infrastructure of a public transit agency shall be eligible to
7 receive money from the state transit fund; provided that, for
8 the purpose of providing matching funds, money from the fund
9 may only be used to provide up to fifty percent of the matching
10 funds required to be provided by the public transit agency for
11 public transit operations and for public transit
12 infrastructure. Money in the fund shall not be used for
13 expenses associated with commuter rail services.

14 C. As used in this section:

15 (1) "department" means the department of
16 transportation;

17 (2) "public transit agency" means a tribal
18 entity or a municipality, county, regional transit district
19 created pursuant to the Regional Transit District Act or other
20 instrumentality of the state or of a municipality or county
21 that provides public transportation services; and

22 (3) "public transit infrastructure" means
23 vehicles, including buses and vans, bus stops, passenger
24 stations, telecommunications systems and other infrastructure
25 and real property necessary to provide public transportation

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services.

Legislative Agenda
2023 Legislative Session
Adopted: December 15, 2022



Monitor Legislation that impacts NMTA and its Members

Monitor, support or oppose legislation deemed to directly affect NMTA and its member's ability to serve their constituents (e.g., changes to gross receipts tax structure, changes to the gas tax and its use for transit, unfriendly amendments to the Regional Transit District Statute).

Continue to Pursue the Creation of a State Transit Fund for Public Transit Use on a Statewide Basis

Continue efforts to initiate and support the creation of legislation that would allocate state funds to provide capital assistance to public transit agencies for the acquisition of buses and facilities. Funding resources would allow public transit agencies to continue to provide safe, reliable, and essential transportation to their residents for medical, job, educational, economic, and vital lifeline services, which are priorities within their communities. Establishment of this transit funding along with federal and local funds would greatly benefit the transit systems constituents in New Mexico and close the gap between needed funding and available funding. The establishment of such a fund would also mitigate the need for municipal or county transit systems to compete with internal organizational priorities for annual Legislative Capital Outlay appropriations.

Establish traffic law requiring vehicles to yield to Public Transit Buses -reintroduction of HB 349 (2017) and SB 22 (2021)

Initiate and support legislation that would enhance the flow of traffic, improve transit reliability, and make roads safer for everyone, by creating the Yield to Bus Law. Motorists must yield the right-of-way to transit buses merging into traffic from a bus stop. Buses would be equipped with an illuminated Yield to Bus light on the back of all buses. Failure to yield would be considered a moving traffic violation, punishable with a fine and points on the driver's license. In the United States, seven states have passed laws requiring motorists to yield to buses attempting to merge back into traffic, including Florida, Washington, Oregon, New Jersey, California, and Minnesota; Colorado recently passed a law to allow transit agencies to post LED yield signs on the backs of buses and require drivers to yield the right-of-way to transit buses entering traffic.

It is anticipated that the same form of the legislation would be introduced in 2023 or a version that does not contain traffic penalties in order to avoid moving the legislation thru the Senate Judiciary Committee.

Non-Legislative - Discretionary Funding from Transportation Secretary

Authorize JD Bullington to continue to discuss with the Transportation Secretary Ricky Serna to establish discretionary funding with the NMDOT budget as previously provided by the prior Secretary to fund various transit projects. In 2020, there was the \$1Million Pilot Project. Later in 2021 former NMDOT Secretary Michael Sandoval allocated \$600,000 out of his discretionary budget fund for public transit projects.

Scope of Services

New Mexico Supervisor and Leadership Training

Prepared for:



New Mexico Transit Association

Prepared by:



Stephanie Lewis, Instructional/Multimedia Project Manager
Center for Urban Transportation Research
University of South Florida
Tampa, FL

November 18, 2022

Scope of Work

The Center for Urban Transportation Research (CUTR) at the University of South Florida will provide the New Mexico Supervisor and Leadership Training course to the New Mexico Transit Association (NMTA) through a Research Agreement between NMTA to the University of South Florida. A description of the training that will be performed and budget for the delivery of the training are provided below.

Content

Overview

Leaders are not born, they are developed. Successful leaders are those that are well-rounded with the necessary leadership skills to positively influence others and the organization. This interactive course is designed for new and veteran supervisors where you'll self-reflect and develop the skills necessary to effectively lead and mentor others.

Course Elements

- Leadership
- Coaching and Mentoring
- Teamwork
- Interpersonal Skills
- Communication
- Written Communication
- Radio Communication
- Business Ethics
- Union Management
- Discipline
- Evaluations and Performance Assessments

This course is recommended for new supervisors, veteran supervisors, potential supervisors, operations managers, maintenance managers, planning managers, and safety managers

Delivery

CUTR will deliver the two-day New Mexico Supervisor and Leadership Training course for NMTA at a location to be determined during the week of (not yet determined). CUTR will provide course materials for up to 25 participants. Sign-in sheets, evaluations, flip charts and markers, name tents, LCD projector with HDMI cable, and other on-site needs will be provided by the NMTA. Certificates will be provided to participants at the conclusion of the training. Any participants who registered late or were not otherwise on the final class roster will receive their certificates by mail following the completion of the training course. A summary report of the course evaluations will be provided following the training session.

Major Activities and Deliverables

1. Conduct the two-day New Mexico Transit Association (NMTA) course during the week of (not yet determined) in New Mexico at a specific location to be determined by the NMTA project manager.
2. Provide course books for up to 25 participants in person.
3. Provide certificates of completion for course participants.
4. Summarize results of the post training evaluations

Project Budget and Invoicing

New Mexico Supervisor and Leadership Training				
Training Prep/Delivery		Hours	Rate*	Total
Lead Trainer	R Yegidis	48	\$76.44	\$ 3,669
Project Manager, Curriculum Development	S Lewis	10	\$67.28	\$ 673
Expenses				
Training Related Supplies	25 manuals @ \$40 each			\$ 1,000
Shipping				\$ 125
Travel				
Ft Myers/New Mexico – Airfare & Hotel				\$ 1,800
Subtotal				\$ 7,267
Facilities and Administration (F&A) 26%				\$ 1,889
Total				\$ 9,156
* Rates is inclusive of hourly labor wage and benefits				

Note: This is a fixed priced contract.

Project invoicing for the lump sum amount of \$9,156 will occur within 60 days of the successful completion of the deliverables.

Project Schedule

The tasks described in this scope of services will be completed on or before July 2023.

Lead Personnel

Stephanie Lewis, M.Ed., is an Instructional Designer/Media Specialist with a wide range of skills in online and instructor led course development, webinar coordination, video production, and multimedia design. She has a strong technical background and provides technical support for online and instructor led training. Ms. Lewis employs the ADDIE design model and Bloom's Taxonomy in designing and developing online and instructor led courses. She specializes in curriculum development, webinar coordination, and conference/workshop planning. Most recently, Ms. Lewis coordinated and executed the development of The Art of Defusing Conflict: De-Escalation Techniques for Transit Operators training. Through her experience in her current position, she has a broad working knowledge of all aspects of transit including safety, training, maintenance, and operations. Ms. Lewis will be the project manager for this activity, responsible project contracting, oversight and invoicing.

Training Staff

Roberta Yegidis is an affiliate member of CUTR's faculty and is an instructor for this course. She has an extensive background in public transportation operations and safety, including most recently her position as Chief Operating Officer (COO) of the Greater Bridgeport Transit Authority (GBTA). In her role as COO of GBTA, Roberta implemented an Accident Investigation Program and created a System Safety and Security Program Management Plan, covering two (2) campuses. She also reduced FMLA absences, workers' compensation and disability claims. She is a Transportation Safety Institute Associated Staff Instructor, and provides several training courses for CUTR including "Transit Dispatch and Supervisor Training" and "Policies, Procedures, and Work Rules." Roberta is also a Certified Transit Manager and Certified Safety and Security Officer through the Community Transportation Association of America (CTAA).

Contact Information

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