

**New Mexico Transit Association
Board Meeting
January 19, 2023
12:00 p.m.
Virtual**

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 – December 15, 2022
5. Approval of Treasurer’s Monthly Financial Report for December 2022

Presentations:

Action Items:

1. Approval of 2022 NM Transit Large Bus Rodeo Winners to attend 2023 APTA Rodeo
2. Approval of NMTA Board Member to attend SWTA Conference – February 23 – 25, 2023 in Aurora, CO

Discussion Items:

1. Changing NMTA Board Meetings to another day
2. Promo item requests/ideas for Transportation Day and Conference

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: Date and location to be determined, either Creative Bus Sales or Atomic City Transit

**New Mexico Transit Association
Board Meeting Minutes
December 15, 2022 at 12:00PM
Via Zoom and Conference Call**

STANDING ITEMS:

1. Call to Order

President Elizabeth Carter called the meeting to order at 12:05PM. (Joe was recovering from surgery and unable to make it.)

2. Roll Call

Board Members Present:

Elizabeth Carter, Vice-President

Rebecka Hicks, Secretary (Computer crashed during meeting just before approval of Treasurer's report.)

James Barela, Director at Large

Mike Bartholomew, representing 5307 Programs

Brent Roy, Business Member

Tom Marking, Professional Business Member

Anthony Mortillaro, representing Regional Transit Districts (RTD)

Guests Present: Kevin Olinger, NMDOT Transit & Rail Division; Toby Barajas, PB&J Family Services; JD Bullington, Government Relations; Barbara Morck, UNM

Staff Present: Melissa Drake

Not Present: Joe Hardin, President; Ed Powers, Treasurer

One Open Position: Director at Large representing Tribal Transit vacated by Christy Ladd

3. Approval of Agenda

Motion: Becky Hicks; Second: Brent Roy

Vote: 5-0, motion passed

4. Approval of Meeting Minutes

November 17, 2022

Motion: Becky Hicks; Second: Tony Mortillaro

Vote: 5-0, motion passed

5. Approval of Treasurer's Monthly Financial Report

November 2022

Motion: Tom Marking; Second: Brent Roy

Vote: 5-0, motion passed

PRESENTATIONS:

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

No Transit issues brought up in interim period. There is a lot of money on the table for Transit, mostly for capital outlay projects. There are some bills being drafted before the session starts. The session starts at noon on 1/17/2023 and will end at noon on 3/18/2023 (60 full days). This is a budget and policy session. Policies are legislation that doesn't cost the State any money. The makeup of the House is 45 Democrats, 25 Republicans. The makeup of the Senate is 27 Democrats, 15 Republicans. J.D. just needs us to approve the 2023 Legislative Agenda, and he will get started.

ACTION ITEMS:

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

The Legislative and Communications Subcommittee met on November 30, 2022. In attendance were Tom Marking, J.D. Bullington and Tony Mortillaro. This year's legislative priorities are the State Transit Fund, Yield to Public Buses and building a relationship with the new NM Secretary of Transportation, Ricky Serna. Everyone should monitor the legislation that is introduced during the session and let J.D. know of anything that seems pertinent to transportation. Tom Marking chimed in and said AARP is helping support legislation that overlaps between the over 50 population and transportation.

Motion to approve: Anthony Mortillaro; Second: James Barela

Vote: 6-0, motion passed

SUBCOMMITTEE UPDATES:

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

Melissa presented: Melissa has firmed up the dates for the spring Rodeo and Conference, March 18-21, 2023. The event will be split between the Santa Ana Star Hotel and the Rio Rancho Event Center. March 18 Manager's Conference at the Hotel will be 9-5. Melissa presented the Board with a Scope of Services from CUTR for Supervisor and Leadership Training including elements of leadership; coaching; mentoring; teamwork; interpersonal skills; oral, written, and radio communications; business ethics; union management; discipline; and evaluation and performance assessments. Roberta, a trainer we have had for past events, will be this year's facilitator. Sunday, the 19th will be our first indoor Rodeo at the Rio Rancho Events Center, but the dinner for the drivers will be back at the Hotel. Monday and Tuesday's Conference, March 20-21, will be held at the Hotel. Melissa is currently working on the contracts. There are currently no State or National Conferences interfering with these dates. James reminded Melissa that we wanted to have driver's training on Saturday, March 18th while the Manager's Conference was going on. She said that CUTR had Pre-Rodeo training available. James said if that didn't work, he could do a pre-trip training for the drivers.

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

Update was presented with action item above. Tom Marking added that he would like to get AARP to do a table on March 9th at the Roundhouse for Transportation Day. Maybe we could join them or set up our own table near theirs.

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

Nothing to report. (Becky Hicks and her team at Roswell Transit is working to update the NMTA brochure.)

DISCUSSION ITEMS: None.

BOARD MEETING ANNOUNCEMENTS:

Las Cruces has started with zero fares for the period November 28, 2022 to June 2023. Mike Bartholomew believes the City Council will make the change permanent.

Los Lunas just held a ground-breaking for the new Valencia County facility. Liz Carter said that what makes this extra exciting is that this project actually started in 2014.

NEXT MEETING DATE/TIME/LOCATION:

Next meeting will be at NCRTD in Espanola, 30 minutes from the Roundhouse, on January 19, 2023.

The February meeting will be on February 16, 2023, possibly hosted by Creative Bus Sales.

ADJOURNMENT

Motion made to adjourn a little after 1PM: Anthony Mortillaro; Second: Brent Roy
Vote: 6-0, motion passed.

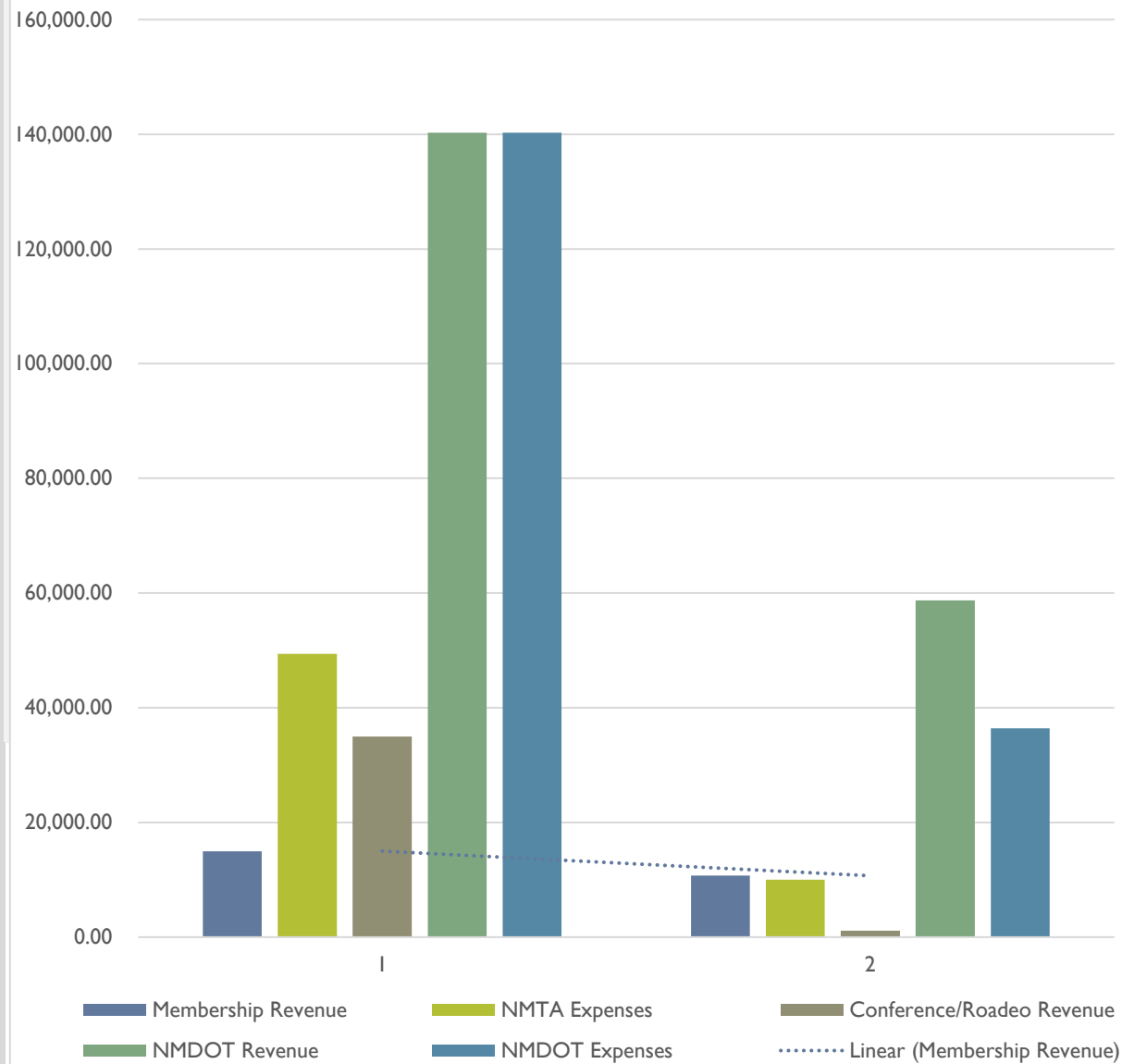
NMTA Monthly Activity Report

December 2022

Line Item	Credits	Debits	Comments
Income:			
NMTA Deposits:			
NMDOT Reimbursements	3,617.51		
Member Dues Deposits	0.00		
Conference/Road-eo deposits:			
Misc. Deposits			
Total Deposits:	3,617.51		
Expenses:			
NMDOT Reimbursable Expenses:			
Administrator - 1		3,553.40	
Employment Taxes - 1		987.83	
Postage - 1		0.00	
Cell Phone - 1		85.83	
Audit - 1		0.00	
Contract Services - 1		0.00	
Dues and Subscriptions - 1		16.12	
Equipment		0.00	
Insurance - 1		0.00	
Occupancy Cost		0.00	
Printing		0.00	
Office Supplies - 1		0.00	
Training - 1		0.00	
Travel - 1		0.00	
Roadeo/Conference - 1		0.00	
Total NMDOT Reimbursable Expenses:		4,643.18	
NMTA Expenses:			
Administrator - 2		888.35	
Employment Taxes - 2		246.95	
Postage - 2		0.00	
Cell Phone - 2		21.46	
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		1,300.00	Services Rendered in November 2022
Legislative Advocacy Plan		0.00	
Total NMTA Expenses:		2,456.76	

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	58,689.53	(81,560.47)
NMDOT Expenses	140,250.00	36,384.15	(103,865.85)
NMTA Expenses	49,430.00	10,017.49	(39,412.51)
Balance (Income minus Expenses)	379,930.00	116,920.47	(263,009.53)

BUDGET OVERVIEW



Bank Reconciled Balances:

B of A Checking	\$28,257.08
B of A Savings	\$48,119.22
Combined total:	\$76,376.30

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	58,689.53	(81,560.47)	-58.15%
Total	190,250.00	70,518.83	(119,731.17)	-62.93%

NMDOT OPERATING EXPENSES	Annual Budget	YTD ACTUAL	DIFFERENCE	VARIANCE %
Administrator	32,405.00	16,517.38	15,887.62	49.03%
Administrative Prof. Development	0.00	0.00	0.00	0.00%
Employment Taxes	8,902.00	4,593.90	4,308.10	48.39%
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	500.78	499.22	49.92%
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	966.93	533.07	35.54%
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	36,384.15	103,865.85	74.06%

NMTA OPERATING EXPENSES	Annual Budget	YTD ACTUAL	DIFFERENCE	VARIANCE %
Administrator - 2	8,101.00	4,129.75	3,971.25	49.02%
Employment Taxes - 2	2,226.00	1,149.02	1,076.98	48.38%
Postage - 2	25.00	0.00	25.00	100.00%
Cell Phone - 2	250.00	125.22	124.78	49.91%
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	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	10,017.49	39,412.51	79.73%