

**New Mexico Transit Association  
Board Meeting  
May 19, 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

Gary Guinn, Business Member

Present / Absent / Called In

Christy Ladd, 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 – February 17, 2022 and March 7, 2022
5. Approval of Treasurer’s Monthly Financial Report for February, March and April 2022

**Presentations:**

**Action Items:**

1. Annual performance review for Melissa Drake (adjourn to closed session)
2. Consideration of performance adjustment for Melissa Drake
3. Approval of FY2023 NMDOT Budget
4. Approval of FY2023 NMTA Budget

**Subcommittee Updates:**

- Conference, Road-eo and Training  
(Liz Carter, Ed Powers and Joe Hardin)
- Legislative and Communications  
(Tony Mortillaro, Tom Marking, Christy Ladd)
- Membership and Sponsors  
(Gary Guinn, Mike Bartholomew and James Barela)

**Discussion Items:**

1. 2022 Manager’s Leadership, Rodeo, Conference and Expo Expense/Revenue Update
2. Reorganization of Subcommittee Members
3. 2022 Training Update

**Board Member Announcements:**

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

New Mexico Transit Association  
Board Meeting Minutes  
February 17, 2022  
Zoom and Phone Call

Standing Items:

**1. Call to Order**

President Joe Hardin called the meeting to order at 12:01pm.

**2. Roll Call**

Board Members Present:

Joe Hardin, President

Elizabeth Carter, Vice-President

Ed Powers, Treasurer

Christy Ladd, Secretary

James Barela, Director at Large

Mike Bartholomew, representing 5307 Programs

Mary Collins, representing 5311 Programs

Anthony Mortillaro, representing Regional Transit Districts

Tom Marking, Professional Business Member

Gary Guinn, Business Member

Guests: Kevin Olinger, NMDOT Transit & Rail Division

Becky Hicks, City of Roswell

Barbara Morck, University of New Mexico

Staff Present: Melissa Lucero Drake

Not Present:

David Harris, Ex- Officio

**3. Approval of Agenda**

Mike Bartholomew moved to approve the Agenda; James Barela seconded; 0-opposed; motion passed.

**4. Approval of Meeting Minutes – January 25, 2022**

Ed Powers moved to approve the minutes of the January 25, 2022, meeting as presented; Mr. Barela seconded; 0-opposed; motion passed.

**5. Approval of Treasurer's Monthly Financial Report for January 2022:**

Ed Powers, Treasurer, reported that NMTA has received the reimbursement from NMDOT; and the last month can be considered a flat month.

Elizabeth Carter moved to accept the January 2022 Treasurers report; Mr. Barela seconded; 0-opposed; motion passed.

### **Presentations: Legislative Session Update, J.D. Bullington**

Mr. Bullington informed the NMTA Board that Representative Leo Jaramillo supported the bill for the Creation of a Transit Fund; unfortunately, making the bill “Germain” was not successful. He further reported that Governor Michelle Lujan-Grisham’s priorities were on crime. NMDOT Secretary Sandoval ha agreed to allocate \$600,000 to the Transit and Rail Division for transit priorities. Ms. Morck, UNM, asked if there would be increased funding for Low Emissions; Mr. Bullington said that there will be about 28 years of planning and it will be driven by new technologies. Mr. Bartholomew said that they have purchased five electric buses and working on the infrastructure for the new buses. Mr. Bullington said that there are three classes of vehicle stations; and the best station has a cost of \$350,000. Anthony Mortillaro informed the Board that the NCRTD has been funded \$10 Million for ten electric buses for Espanola and Taos by legislature, which is only enough funding for a portion of one electric bus. Mr. Bullington encouraged the NMTA Board to try for the Creation of a Transit Fund for the 2023 Legislative Session; the 2022 Legislative Session was only a thirty-day session and NMTA will have a better chance with a longer session.

### **Subcommittee Updates**

**1. Conference, Road-eo and Training:** Ms. Carter reported that the Committee is working diligently to get presenters. The initial block of rooms at the Isleta Hotel and Conference Center have been filled, and they had to open up an additional block of rooms. Ms. Drake reported that Los Alamos Atomic City Transit has agreed to provide cones for the Road-eo; Santa Fe Trails, Rio Metro, and Zia have agreed to provide buses for the competition. Ms. Drake said that 10 more judges are still needed. She further reported that the conference bags have been received along with the disposable N95 masks and she is currently inventorying the items received.

**2. Legislative and Communications:** Provided in J.D. Bullington’s presentation.

**3. Membership and Sponsors:** Mike Bartholomew and James Barela said no updates at this time.

### **Discussion Items:**

**1. 2022 NM Transit Managers Leadership Conference, Road-eo, Conference and Expo Update and Needs:** Mr. Mortillaro commented that he is thankful for the Leadership Conference being held as a Saturday event and NCRTD will be sending registrations in soon. Mr. Bartholomew also added that the City of Las Cruces will be registering staff soon too. Ms. Drake announced that we will have a lot of focus on Zero Emissions at the conference.

### **Board Member Announcements:**

Mr. Marking asked if possibly asking NM agencies currently utilizing CNG share their process to transition, experience during the transition, and lessons learned. Mr. Hardin added that this is a great idea however we don’t have many agencies utilizing alternative fuels.

**Adjournment:** Meeting was adjourned at 1:15pm.

New Mexico Transit Association  
Board Meeting Minutes  
Business Meeting  
March 7, 2022  
Isleta Resort and Casino – Albuquerque, NM 87105

Standing Items:

**1. Call to Order**

President Joe Hardin called the meeting to order at 1:48pm.

**2. Roll Call**

Board Members Present:

Joe Hardin, President

Elizabeth Carter, Vice-President

Ed Powers, Treasurer

Christy Ladd, Secretary

James Barela, Director at Large

Mike Bartholomew, representing 5307 Programs

Mary Collins, representing 5311 Programs

Anthony Mortillaro, representing Regional Transit Districts

Tom Marking, Professional Business Member

Gary Guinn, Business Member

Kevin Olinger, NMDOT Transit & Rail Division

Becky Hicks, City of Roswell

Staff Present: Melissa Drake

**3. Approval of Agenda**

Vice -President Carter moved to approve the Agenda Mike Bartholomew seconded; 0-opposed; motion passed.

**4. Presentation – Introduction of NMTA Board**

President Hardin introduced Rebecca Hicks, NMTA's newly elected Board Member from the Carlsbad Transit System. Ms. Hicks replaces Mary Collins.

Each Board Member in attendance introduced themselves and their respective transit systems

**5. Action Item – Election of NMTA Officers**

Mr. Mortillaro moved to nominate Joe Hardin as the NMTA President; Ms. Carter seconded; 0-opposed, motion passed. Mr. Powers moved to nominate Elizabeth Carter as Vice President; 0-opposed, motion passed. Ms. Carter moved to nominate Ed Powers as Treasurer; 0-opposed, motion passed. Ms. Ladd moved to nominate Ms. Hicks as Secretary; Mr. Mortillaro moved to nominate Christy Ladd as Secretary; a vote was taken, and Ms. Hicks will be the Secretary by vote of Rebecca Hicks (6), and Christy Ladd (4); 0-opposed, motion passed.

## **6. Board Discussion**

Ms. Ladd thanks Melissa Drake for a successful 2022 Conference; reminding the NMTA Board that it was organized in such a short time period.

A discussion concerning next year's Road-ee took place due to weather issues in March; after discussion it was recommended that the March deadline be kept due to other conference schedules.

## **7. Adjournment**

Ms. Carter moved to adjourn the meeting at 2:09pm; Mr. Barela seconded; 0-opposed, motion passed

NMTA Monthly Activity Report

February 2022

Line Item	Credits	Debits	Comments
<b>Income:</b>			
<b>NMTA Deposits:</b>			
NMDOT Reimbursements	7,693.28		December reimbursements
Member Dues Deposits	400.00		Gallup Express Rural Transit
Conference/Road-eo deposits:	4,625.00		
Misc. Deposits	<u>7,500.00</u>		Transfer from Savings
Total Deposits:	20,218.28		
<b>Expenses:</b>			
<b>NMDOT Reimbursable Expenses:</b>			
Administrator - 1		2,825.86	
Employment Taxes - 1		883.32	
Postage - 1		0.00	
Cell Phone - 1		81.02	
Audit - 1		0.00	
Contract Services - 1		307.44	Hinkle + Landers -payroll service fee
Dues and Subscriptions - 1		16.14	Adobe Acrobat
Equipment		0.00	
Insurance - 1		0.00	
Occupancy Cost		80.00	
Office Supplies - 1		377.39	
Training - 1		12,887.00	
Travel - 1		5,240.36	
Roadeo/Conference - 1		0.00	
Total NMDOT Reimbursable Expenses:		<u>22,698.53</u>	
<b>NMTA Expenses:</b>			
Administrator - 2		706.47	
Employment Taxes - 2		220.83	
Postage - 2		0.00	
Cell Phone - 2		20.25	
Audit - 2		0.00	
Contract Services - 2		307.45	
Insurance - 2		0.00	
Office Supplies - 2		94.35	
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:		1,349.35	

NMTA Monthly Activity Report

March 2022

Line Item	Credits	Debits	Comments
<b>Income:</b>			
<b>NMTA Deposits:</b>			
NMDOT Reimbursements			
Member Dues Deposits	2,000.00		SF Trails, Carlsbad, Red River, Non Metro Area on Aging (New Member)
Conference/Road-ero deposits:	17,065.00		
Misc. Deposits			
Total Deposits:	19,065.00		
<b>Expenses:</b>			
<b>NMDOT Reimbursable Expenses:</b>			
Administrator - 1		3,418.92	
Employment Taxes - 1		1,121.88	
Postage - 1		0.00	
Cell Phone - 1		81.02	
Audit - 1		0.00	
Contract Services - 1		0.00	
Dues and Subscriptions - 1		16.14	Adobe Acrobat
Equipment		0.00	
Insurance - 1		294.26	Liability Insurance Renewal and Special Event Ins.
Occupancy Cost		80.00	
Printing		1,281.56	Conference Agendas
Office Supplies - 1		150.07	
Training - 1		10,212.16	
Travel - 1		0.00	
Rodeo/Conference - 1		33,985.00	
Total NMDOT Reimbursable Expenses:		50,641.01	
<b>NMTA Expenses:</b>			
Administrator - 2		854.74	
Employment Taxes - 2		280.46	
Postage - 2		0.00	
Cell Phone - 2		20.25	
Audit - 2		0.00	
Contract Services - 2		0.00	
Insurance - 2		294.24	
Office Supplies - 2		37.52	
Travel - 2		0.00	
Rodeo/Conference - 2		3,001.89	Road-ero T-shirts, State Awards, Dinner for Road-ero setup volunteers, NMTA drawing giveaway
National Rodeo Winners Sponsorship		0.00	
NMTA Meetings		0.00	
Legislative Services		0.00	
Legislative Advocacy Plan		0.00	
Total NMTA Expenses:		4,489.10	

NMTA Monthly Activity Report

April 2022

Line Item	Credits	Debits	Comments
<b>Income:</b>			
<b>NMTA Deposits:</b>			
NMDOT Reimbursements	76,486.80		
Member Dues Deposits	200.00		KEWA - Santo Domingo
Conference/Road-eo deposits:	725.00		
Misc. Deposits	<u>11,504.30</u>		Bank transfer = \$11,500, ADP payroll tax credit = \$4.30
<b>Total Deposits:</b>	<b>88,916.10</b>		
<b>Expenses:</b>			
<b>NMDOT Reimbursable Expenses:</b>			
Administrator - 1		2,230.94	
Employment Taxes - 1		605.67	
Postage - 1		0.00	
Cell Phone - 1		80.96	
Audit - 1		0.00	
Contract Services - 1		0.00	
Dues and Subscriptions - 1		16.14	Adobe Acrobat
Equipment		0.00	
Insurance - 1		0.00	
Occupancy Cost		80.00	
Printing		350.00	
Office Supplies - 1		0.00	
Training - 1		3,830.64	
Travel - 1		0.00	
Roadeo/Conference - 1		0.00	
<b>Total NMDOT Reimbursable Expenses:</b>		<b>7,194.35</b>	
<b>NMTA Expenses:</b>			
Administrator - 2		557.74	
Employment Taxes - 2		151.42	
Postage - 2		0.00	
Cell Phone - 2		20.24	
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		36.32	training
Legislative Services		0.00	
Legislative Advocacy Plan		0.00	
<b>Total NMTA Expenses:</b>		<b>765.72</b>	



BUDGET TOTALS	ESTIMATED	YTD ACTUAL	DIFFERENCE
Membership Revenue	14,500.00	13,712.90	(787.10)
Conference/Roadeo Revenue	35,000.00	22,215.00	(12,785.00)
NMDOT Revenue	140,250.00	102,559.31	(37,690.69)
NMDOT Expenses	(140,250.00)	(109,753.67)	30,496.33
NMTA Expenses	(49,430.00)	(20,168.96)	29,261.04
Balance (Income minus Expenses)	70.00	8,564.58	8,494.58

## BUDGET OVERVIEW



### Bank Reconciled Balances:

B of A Checking	\$35,064.66
B of A Savings	\$49,109.57
Combined total:	\$84,174.23

INCOME	ESTIMATED	YTD ACTUAL	DIFFERENCE	VARIANCE %
Membership Revenue	14,500.00	13,712.90	(787.10)	-5.43%
Conference/Roadeo Revenue	35,000.00	22,215.00	(12,785.00)	-36.53%
NMDOT Revenue	140,250.00	102,559.31	(37,690.69)	-26.87%
Total	189,750.00	138,487.21	(51,262.79)	-27.02%

NMDOT OPERATING EXPENSES	Annual Budget	YTD ACTUAL	DIFFERENCE	VARIANCE %
Administrator	30,285.00	26,228.60	4,056.40	13.39%
Administrative Prof. Development	0.00	0.00	0.00	#DIV/0!
Employment Taxes	8,320.00	7,485.43	834.57	10.03%
Internet Subscription Service	0.00	0.00	0.00	#DIV/0!
Postage	200.00	0.00	200.00	100.00%
Cell Phone	1,000.00	810.66	189.34	18.93%
Audit	3,204.42	3,204.42	0.00	0.00%
Advertisement	0.00	0.00	0.00	#DIV/0!
Contract Services	2,306.22	887.26	1,418.96	61.53%
Dues and Subscriptions	1,500.00	788.88	711.12	47.41%
Equipment	539.36	539.36	0.00	0.00%
Insurance	900.00	491.76	408.24	45.36%
Occupancy Costs	960.00	800.00	160.00	16.67%
Printing/Copying	2,550.00	1,631.56	918.44	36.02%
Office Supplies	720.00	527.46	192.54	26.74%
Office Furniture	0.00	0.00	0.00	#DIV/0!
Travel	2,815.00	153.12	2,661.88	94.56%
Trainings	36,000.00	26,979.80	9,020.20	25.06%
Roadeo and Conference	48,950.00	39,225.36	9,724.64	19.87%
<b>Total Operating</b>	<b>140,250.00</b>	<b>109,753.67</b>	<b>30,496.33</b>	<b>21.74%</b>

NMTA OPERATING EXPENSES	Annual Budget	YTD ACTUAL	DIFFERENCE	VARIANCE %
Administrator - 2	7,571.00	6,557.18	1,013.82	13.39%
Employment Taxes - 2	2,080.00	1,871.33	208.67	10.03%
Postage - 2	50.00	0.00	50.00	100.00%
Cell Phone - 2	250.00	202.67	47.33	18.93%
Audit - 2	3,204.42	3,204.42	0.00	0.00%
Contract Services - 2	2,845.58	733.25	2,112.33	74.23%
Insurance - 2	900.00	491.75	408.25	45.36%
Office Supplies - 2	180.00	131.87	48.13	26.74%
Travel - 2	704.00	38.28	665.72	94.56%
NMTA Meetings/Retreat	1,100.00	36.32	1,063.68	96.70%
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>20,168.96</b>	<b>29,261.04</b>	<b>59.20%</b>

NAME: **NM Transit Association**

**Proposed Budgets**

FY (fiscal year): **2023**

R o w #	B		D		Comments:	
	BUDGET LINE ITEM CATEGORY	Match %	FY 2023 NMDOT Requested Budget Share	FY 2023 Proposed NMTA Share		Proposed Budget TOTAL
1	Administrator	80/20 match	30,285.00	7,571.00	37,856.00	
2	Administrator Professional Development		0.00	0.00	0.00	
3	Employment Taxes	80/20 match	8,320.00	2,080.00	10,400.00	
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	2,815.00	704.00	3,519.00	
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	
	APTA Legislative Advocacy Grant					
21	<b>TOTALS</b>		<b>140,250.00</b>	<b>49,430.00</b>	<b>189,680.00</b>	

**Revenue Rec'd in FY2022:**

Member Dues	\$13,700.00	
Manager's Conference		0 Included in Annual Road-ee, Conference and Expo total below
Annual Road-ee, Conference, Expo	\$21,680.00	Registration for Managers Conf., Road-ee, Conf. and Expo
<b>Net Revenue</b>	<b>\$35,380.00</b>	

**Anticipated Revenue for FY2023**

Member Dues	\$15,000.00
Manager's Conference	\$10,000.00
Annual Road-ee, Conference, Expo	\$25,000.00
<b>Net Revenue</b>	<b>\$50,000.00</b>

NAME: **NM Transit Association**

**Approved NMDOT and NMTA Budgets**

FY (fiscal year): **2022**

B			D
BUDGET LINE ITEM CATEGORY	Match %	NMDOT Approved Budget Share	NMTA Approved Share
Administrator	80/20 match	30,285.00	7,571.00
Administrator Professional Development		0.00	0.00
Employment Taxes	80/20 match	8,320.00	2,080.00
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	2,815.00	704.00
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			
<b>TOTALS</b>		<b>140,250.00</b>	<b>49,430.00</b>