

**New Mexico Transit Association
Board Meeting
September 16, 2021 at 12:00 p.m.
Virtual using Zoom**

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

Christy Ladd, (Secretary), Director at Large

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

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 – August 19, 2021
5. Approval of Treasurer’s Monthly Financial Report for August 2021

Presentations:

Action Items:

1. Fall Managers Conference: Final decision to cancel, when/where to host in person or virtually

Subcommittee Updates:

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

Discussion Items:

1. FY 2021 Financial Audit Update
2. Spring Roadeo, Conference and Expo venue suggestions and preferred time frame

Board Member Announcements:

Next Meeting

October 21, 2021

Meeting will be virtual

New Mexico Transit Association
Board Meeting Minutes
August 19, 2021
Zoom and Phone Call

Standing Items:

1. Call to Order

President Joe Hardin called the meeting to order at 12:05 p.m.

2. Roll Call

Board Members Present:

Joe Hardin, President

Liz Carter, Vice-President

Christy Ladd, Secretary

James Barela, Director at Large

Mike Bartholomew, representing 5307 Programs

Anthony Mortillaro, representing Regional Transit Districts

Guests: Kevin Olinger, NMDOT Transit & Rail Division

Staff Present: Melissa Drake

Not Present:

David Harris, Ex-Officio

Ed Powers, Treasurer

Mary Collins, representing 5311 Programs

Tom Marking, Professional Business Member

3. Approval of Agenda

Anthony Mortillaro moved to approve the agenda; Mike Bartholomew seconded; 0-opposed; motion passed.

4. Approval of Meeting Minutes – May 27, 2021

Liz Carter moved to approve the minutes of the May 27, 2021, meeting as presented; Mike Bartholomew seconded; 0-opposed; motion passed.

5. Approval of Treasurer's Monthly Financial Report – May – July 2021:

Melissa Drake reported that most of the 5310 programs have not renewed their membership, that they didn't see a need during the Pandemic. Melissa informed the Board that there were no abnormal expenditures for the months of May through July 2021. Melissa Drake informed the Board that membership invoices did not go out because of continued computer issues. Ms. Ladd asked what the protocol is to get Ms. Drake a new computer. Ms. Drake said that if the computer is under \$750.00 it does not need Board approval. President Hardin asked Ms. Drake to get a new laptop computer as soon as possible.

Mrs. Ladd moved to accept the May-July 2021 Treasurers report; Mr. Guinn seconded; 0-opposed; motion passed.

6. Action Items:

1. Approval of Dates and Venue for the NMTA Fall Managers Conference: President Hardin said that the main topic of discussion for the Conference needs to be if it will be in-person in October or November. Mr. Mortillaro recommended that it be placed on hold or cancelled. Ms. Carter recommended virtual. Mrs. Drake said that the main request has been for procurement and succession planning. Mr. Olinger recommended a session on Clean Fuels; and that there are issues with procurement of clean fuel vehicles. President Hardin recommended that the Managers Conference be postponed pending the future outcome of the COVID-19 Pandemic. Mr. Mortillaro moved to postpone the fall Managers conference; Mr. Bartholomew seconded; 0-opposed; motion passed.

2. Approval of extension of Professional Service Agreement with J.D. Bullington Government Relations for FY22: Mr. Mortillaro informed the Board that the cost proposal from Mr. Bullington for FY2022 is \$9,100, which is the same as FY2021. Mr. Mortillaro said that the cost is very reasonable. He further stated that there is no legislative agenda for FY2022 which will dictate their work for the next session. Mr. Mortillaro moved to approve the FY2022 contract with J.D. Bullington; Mike Bartholomew seconded; 0-opposed; motioned passed.

7. Subcommittee Updates

1. Conference, Road-ee and Training: Mrs. Carter informed the Board that the only item discussed has been the Managers Training; she is waiting on Deborah Bach from NMDOT Transit and Rail for additional information. Ms. Carter asked Mrs. Drake to contact Membership for training topics. Mr. Mortillaro recommended a session on Clean Fuels;” he further said that there is much to be learned about this new technology. Mrs. Carter explained that the buses take a lot of space and that there is a lot of training for the drivers; she further explained that there is difficulty in getting parts during the Pandemic. Mr. Guinn added that someone from a hybrid company could present at the session; he further added that he will follow-up with the contacts that he has. Mrs. Ladd said that she would like to work with Mrs. Drake to identify Tribal Transit needs and appropriate training for Tribal Transit programs; Mrs. Drake will follow-up with Mrs. Ladd.

2. Legislative and Communications: Mr. Mortillaro said that there is no update at this time; the Committee is planning a meeting in the next couple of weeks.

3. Membership and Sponsors: Mr. Guinn reported that there has not been any recent meetings. He informed the Board that he will be building membership lists with SWATA Conference contacts. He further informed the Board that it has been difficult to identify sponsors because of the availability of virtual meetings

8. Discussion Items:

1. FY2022 Board Meeting Calendar and Hosting Agencies: Mr. Bartholomew recommend that the Board Meetings remain virtual. Mr. Mortillaro also recommended that the meetings remain virtual until the outcome of the Pandemic is determined.

2. FY2022 Training Calendar: Mrs. Drake informed the Committee that recommended training topics are as follows: Procurement, succession planning, active shooter/violence in the workplace, clean and clean fuels. Mr. Bartholomew recommended customer service training; Mr. Olinger said that the

NMDOT offers trainings on customer service and that he will follow-up with him. Mr. Guinn said that with the state of the Country, he would recommend Security awareness training.

9. Board Member Announcements: Mr. Bartholomew said that Las Cruces has a contract for the first five electric buses. Mr. Mortillaro said that the new Maintenance Facility is 17% complete and there is an on-line video from a drone on the NCRTD website. He further said that the NCRTD is starting design for expansion of the Administrative Building. Mr. Mortillaro informed the Board that nine employees will have to be vaccinated or do weekly COVID testing; all new employees are required to have their COVID vaccinations. Mr. Guinn said that New Mexico is taking the lead on hybrid buses; there are 6 in Carlsbad and 39 at the Navajo nation (they have not been built yet). Mrs. Carter said that they are working on design of an operations facility in Las Lunas. The next phase will be a maintenance and storage facility; it is located on 8 acres of NMDOT property. Mr. Olinger said that the new Public Health Order does not address capacity rates, there is no change. He further informed the Board that mask requirements will remain in effect for both vaccinated and non-vaccinated individuals. Mrs. Ladd informed the Board that the National Tribal Transportation in Indian Country (NTTIC) Conference is being hosted virtually September 27, 2021 through October 1, 2021. She further explained that 40 Tribes are being represented; with 500 individuals registered; she highly recommended that Mrs. Drake attend to learn more about Tribal Transit Programs.

10. Adjournment: Mr. Bartholomew moved to adjourn the meeting at 1:07p.m., Mr. Mortillaro seconded; 0-opposed; motion passed.

Presented By:

Christy Ladd
NMTA Secretary

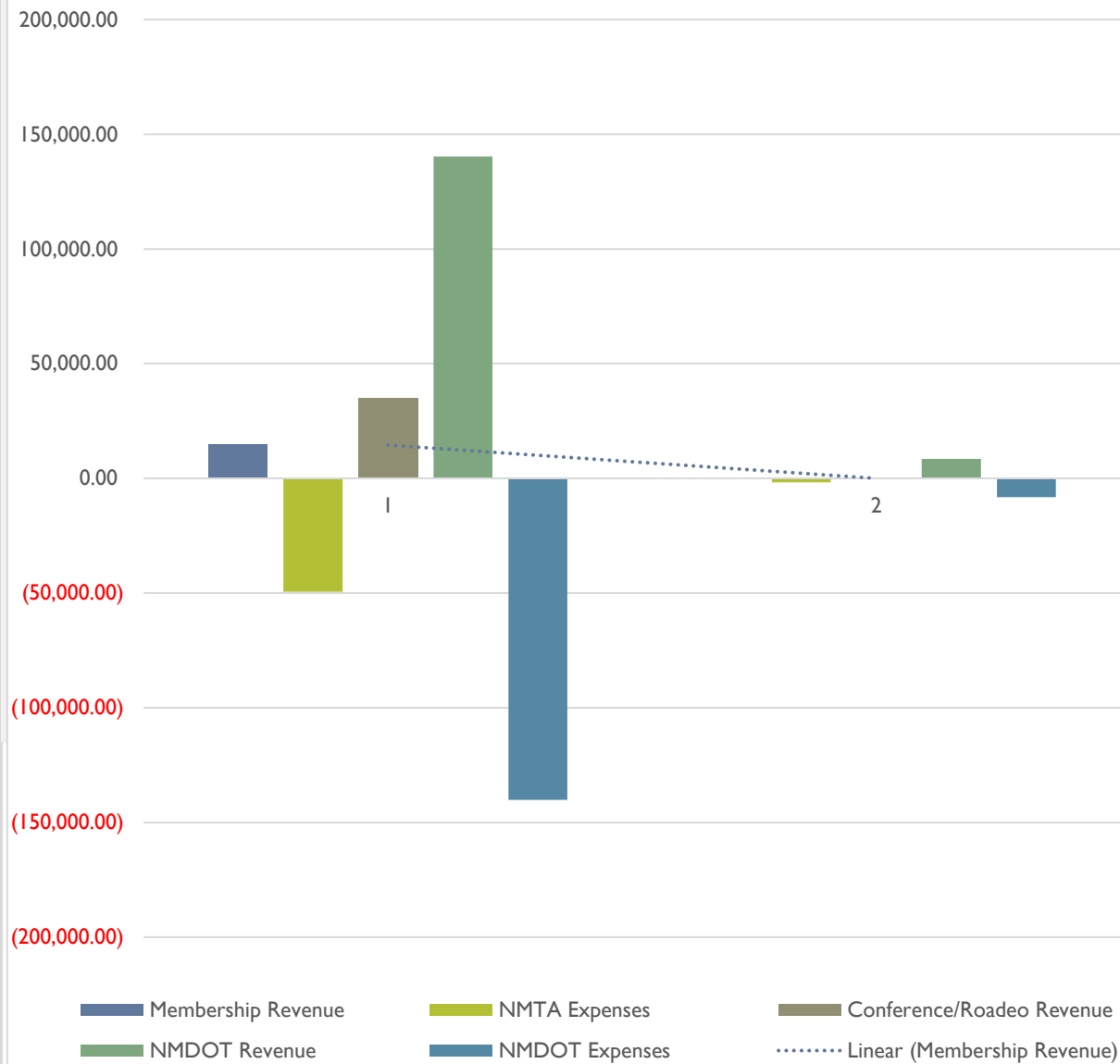
NMTA Monthly Activity Report

August 2021

Line Item	Credits	Debits	Comments
Income:			
NMTA Deposits:			
NMDOT Reimbursements	8,569.94		June 2021 Reimbursement
Member Dues Deposits			
Conference/Road-eo deposits:			
Misc. Deposits			
Total Deposits:	8,569.94		
Expenses:			
NMDOT Reimbursable Expenses:			
Administrator - 1		2,223.27	
Employment Taxes - 1		616.77	
Postage - 1		0.00	
Cell Phone - 1		81.30	
Audit - 1		0.00	
Contract Services - 1		0.00	
Dues and Subscriptions - 1		177.67	Adobe Acrobat & Microsoft Windows Suite including Publisher
Equipment		539.36	Lenovo Laptop
Insurance - 1		0.00	
Occupancy Cost		80.00	
Office Supplies - 1		0.00	
Training - 1		50.00	NTICC Conference Registration for Melissa Drake to virtually attend
Travel - 1		0.00	
Roadeo/Conference - 1		0.00	
Total NMDOT Reimbursable Expenses:		3,768.37	
NMTA Expenses:			
Administrator - 2		555.82	
Employment Taxes - 2		154.19	
Postage - 2		0.00	
Cell Phone - 2		20.33	
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		0.00	
Total NMTA Expenses:		730.34	

BUDGET TOTALS	ESTIMATED	YTD ACTUAL	DIFFERENCE
Membership Revenue	14,500.00	0.00	(14,500.00)
Conference/Roadeo Revenue	35,000.00	0.00	(35,000.00)
NMDOT Revenue	140,250.00	8,569.94	(131,680.06)
NMDOT Expenses	(140,250.00)	(8,145.92)	132,104.08
NMTA Expenses	(49,430.00)	(1,800.70)	47,629.30
Balance (Income minus Expenses)	70.00	(1,376.68)	(1,446.68)

BUDGET OVERVIEW



Bank Reconciled Balances:

B of A Checking	\$16,606.55
B of A Savings	\$48,100.64
Combined total:	\$64,707.19

INCOME	ESTIMATED	YTD ACTUAL	DIFFERENCE	VARIANCE %
Membership Revenue	14,500.00	0.00	(14,500.00)	-100.00%
Conference/Roadeo Revenue	35,000.00	0.00	(35,000.00)	-100.00%
NMDOT Revenue	140,250.00	8,569.94	(131,680.06)	-93.89%
Total	189,750.00	8,569.94	(181,180.06)	-95.48%

NMDOT OPERATING EXPENSES	Annual Budget	YTD ACTUAL	DIFFERENCE	VARIANCE %
Administrator	30,285.00	5,520.16	24,764.84	81.77%
Administrative Prof. Development	0.00	0.00	0.00	#DIV/0!
Employment Taxes	8,320.00	1,520.74	6,799.26	81.72%
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	161.85	838.15	83.82%
Audit	3,050.00	0.00	3,050.00	100.00%
Advertisement	0.00	0.00	0.00	#DIV/0!
Contract Services	2,460.64	0.00	2,460.64	100.00%
Dues and Subscriptions	1,500.00	193.81	1,306.19	87.08%
Equipment	539.36	539.36	0.00	0.00%
Insurance	900.00	0.00	900.00	100.00%
Occupancy Costs	960.00	160.00	800.00	83.33%
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	2,815.00	0.00	2,815.00	100.00%
Trainings	36,000.00	50.00	35,950.00	99.86%
Roadeo and Conference	48,950.00	0.00	48,950.00	100.00%
Total Operating	140,250.00	8,145.92	132,104.08	94.19%

NMTA OPERATING EXPENSES	Annual Budget	YTD ACTUAL	DIFFERENCE	VARIANCE %
Administrator - 2	7,571.00	1,380.04	6,190.96	81.77%
Employment Taxes - 2	2,080.00	380.19	1,699.81	81.72%
Postage - 2	50.00	0.00	50.00	100.00%
Cell Phone - 2	250.00	40.47	209.53	83.81%
Audit - 2	3,050.00	0.00	3,050.00	100.00%
Contract Services - 2	3,000.00	0.00	3,000.00	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%
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%
Total Operating	49,430.00	1,800.70	47,629.30	96.36%

Venue Cost Breakdown and Available Dates

Venue	Santa Ana Hotel and Casino	Tamaya Hyatt Resort
Available Dates	October 21-22 or November 4-5	October 25-26, October 31- November 1 or November 4-5
Cost Breakdown:		
Food Estimate for 60 attendees		
Day 1 (Lunch Buffet)	\$2,297.70	\$4,200.00
Day 1 (Salsa Bar - if Evening Expo is scheduled)	\$689.31	\$1,800.00
Day 2 (Breakfast Buffet)	\$1,819.01	\$2,700.00
Day 2 (Lunch Buffet)	\$2,297.70	\$4,200.00
Service Charge and Sales Tax	\$1,538.72	in addition to above costs
SubTotal Food and Beverare	<u>\$7,103.72</u>	<u>\$12,900.00</u>
Hotel Rate for guests (NMTA is responsible for a 90% hotel pick up)	\$96/night	\$96/night + resort fee of \$15 (NMTA is responsible for a 90% hotel pick up)
Audio/Visual	\$1,200	\$1,500.00
Subtotal of all costs	<u>\$8,303.72</u>	<u>\$14,400.00</u>