



**NEW MEXICO TRANSIT ASSOCIATION
BOARD OF DIRECTORS' MEETING AGENDA
November 21, 2024 – 12:00 PM
Virtual Meeting**

- 1. Call to Order**
- 2. Roll Call**

Board Members:

Elizabeth Carter (President), Director at Large	Present / Absent / Called In
James Barela (Vice President), Director at Large	Present / Absent / Called In
Ed Powers (Treasurer), Director at Large	Present / Absent / Called In
Rebecka Hicks, (Secretary), representing 5311 programs	Present / Absent / Called In
Kevin Olinger, (Ex-Officio representing NMDOT)	Present / Absent / Called In
Leslie Baca, representing 5310 programs	Present / Absent / Called In
Mike Bartholomew, representing 5307 programs	Present / Absent / Called In
Brent Roy, Business Member	Present / Absent / Called In
Todd Naktewa, 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

Staff

Melissa Drake, Executive Director	Present / Absent / Called In
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Guests: _____ Present / Called In
_____ Present / Called In

- 3. Approval of the Agenda**
- 4. Approval of Meeting Minutes – September 19, 2024**
- 5. Approval of Treasurer's Monthly Financial Reports for September and October 2024**
- 6. Presentations:**
- 7. Action Items:**
 - Approval of 2025 NMTA Legislative Agenda
 - Approval of 2024 NM Transit Rodeo, Conference and Expo Venue Contracts and Dates
- 8. Discussion Items:**
 - NMDOT Changing it subgrantees' budget year from Federal Fiscal Year to State Fiscal year
 - Need to Increase Rodeo and Conference Fees
 - 2024 NM Transit Managers Leadership Conference Update
 - 2025 LIT Leadership Summit Update
 - 2026 NM Rodeo, SWTA/NM Conference and Expo Update
- 9. Subcommittee Updates:**
 - **Conference, Rodeo and Training**
(Ed Powers, James Barela, Liz Carter)
 - **Legislative and Communications**
(Tony Mortillaro, Tom Marking, Liz Carter and David Armijo)
 - **Membership and Sponsors**
(Mike Bartholomew, Becky Hicks, Todd Naktewa and Brent Roy)
- 10. Board Member Announcements**
- 11. Adjourn - Next Meeting Date/Time/Location: December 19, 2024 (if needed), Virtual Meeting**

NEW MEXICO TRANSIT ASSOCIATION
BOARD OF DIRECTORS' MEETING MINUTES
September 19, 2024 – 12:00 PM
Hosting Agency: Atomic City Transit – Los Alamos County
Meeting Location: 101 Camino Entrada, Building 1, Los Alamos, NM 87544

1. Call to Order

President Elizabeth Carter called the meeting to order at 12:02 PM.

2. Roll Call

Board Members:

Elizabeth Carter (President), Director at Large	Present
James Barela (Vice-President), Director at Large	Present
Ed Powers (Treasurer), Director at Large	Present
Rebecka Hicks (Secretary), representing 5311 programs	Present
Kevin Olinger, (Ex-Officio representing NMDOT)	Called In
Leslie Baca, representing 5310 programs	Called In (Late)
Mike Bartholomew, representing 5307 programs	Called In
Brent Roy, Business Member	Called In
Todd Naktewa, Director at Large, representing Tribal Transit	Present
Tom Marking, Professional Business Member	Present
Anthony Mortillaro, representing Regional Transit Districts (RTD)	Absent

Staff:

Melissa Drake, Administrative Director	Present
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Guests: Taydon Harker, Zuni Pueblo	Present
Farley Vener, Hinkle + Landers	Called In

3. Approval of the Agenda

Motion to approve agenda: Becky Hicks; Second: James Barela
Vote: Passed 9-0

4. Approval of Meeting Minutes – July 18, 2024

Motion to approve meeting minutes: James Barela; Second: Todd Naktewa
Vote: Passed 9-0

5. Approval of Treasurer's Monthly Financial Reports for July and August 2024

Reports included in Board packet.
Motion to approve Treasurer's reports: Becky Hicks; Second: Liz Carter
Vote: Passed 9-0

6. Presentations:

FY2024 Financial Audit – Farley Vener, Hinkle + Landers

See slides in packet. Some new accounting rules. Bad debt has changed to credit losses (really just a change in terminology).

7. Action Items:

- **Approval of FY2024 Financial Audit**

Motion to approve: Becky Hicks; Second: Tom Marking

Vote: Passed 9-0

- **Approval of 2024 Fall Managers' Leadership Venue Contract**

Santa Ana Star, November 8th, Friday before Veterans' Day. Total \$9,285 for 60 people at \$100 each (amount was later changed to \$125 each). Hotel \$121 per night, government rate for Sandoval County. 8:30 – 4:30 or 5:00. Room rate will apply to the 7th and 8th for people travelling. Speaker will be Nicole Mattson.

Motion made to approve: James Barela; Second: Becky Hicks

Vote: Passed 10-0.

8. Discussion Items:

- **FY2025 Training Calendar**

Braun Wheelchair Lift Maintenance/Repair, possibly at NCRTD; Train the Trainer and Defensive Driving; Dispatch Training. Kevin Olinger from NMDOT approved to move forward with these topics. Dates to be announced. Melissa will firm up dates and locations now that NMDOT has approved.

- **2025 Rodeo, Conference and Expo Update**

Waiting for Rio Rancho Event Center to confirm dates. We will have to do it in March because APTA is having their Rodeo on April 6, 2025. Two-day event. Wheelchair and pre-trip will be inside after drivers' training on Saturday. James asked if we should move our Rodeo to the fall, but we can't predict what APTA is going to do in the future. Sessions are being discussed in the subcommittee. Melissa made good contacts at the LIT Leadership Summit. We could possibly invite some of those people to speak. Todd Naktewa said his maintenance costs are going thru the roof. Possibly some maintenance classes.

- **2024 LIT Leadership Summit Update**

Melissa, Leslie Baca, Liz Carter, plus Jocelyn Martinez and Allyne Clarke from Rio Metro went to Portland, Oregon. Melissa was pleasantly surprised about the amount of training available since her research made it look like it was going to just be a party of sorts. Great trainings, they should have advertised the training in advance, could have drawn additional people. Liz talked about a mentor program she once offered, not everyone signed up, which caused total chaos. Do we think that would be a good training for the 2025 LIT Leadership Summit we are hosting next year? We are lucky in New Mexico because minorities are not discriminated against because of their race. Women still, but not so much race. Tom Marking suggested having trainings combining Latinos and women issues. Liz said we are already partnering with COMPTO and Women's Transportation Seminar. Leslie said she got a lot out of it. In Tribal transit, men are against women being involved. People come from all over the country. It was fun.

- **2025 LIT Leadership Summit Update**

Played trailer for 2025 conference. It was very well received at the 2024 conference. October 2-4, 2025. Liz and Melissa talked up Albuquerque with this year's participants so that maybe they will come to ours.

9. Subcommittee Updates:

- **Conference, Rodeo and Training**

(Liz Carter, Ed Powers and James Barela)

Ed Powers. Haven't met since last Board Meeting at Rio Metro Valencia. Looking for training topics. Want to try to get topics chosen before the end of the year. SWTA reached out to us. Do we want to host 2026 conference in New Mexico? Board said yes.

- **Legislative and Communications**

(Tony Mortillaro, Tom Marking, Liz Carter and David Armijo)

After DFA webinar, Liz followed up with the governor's office regarding the reports she sent them. Will reach out to Rick Serna also. Liz wants us to reach out to our local representatives encouraging their support of the State Transit Fund. Tom Marking said AARP is excited about the information we are building around transportation maps. Tom would like Liz to meet with AARP as well. Liz encouraging 5311's to apply for the local match funds from the State. The grants are awarded quickly. About 60 days for award.

- **Membership and Sponsors**

(Mike Bartholomew, Becky Hicks, Todd Naktewa and Brent Roy)

Nothing new to report.

10. Board Member Announcements

Mike Bartholomew has started using his five new electric buses, expecting next 6 in May or June; he has a delay in moving into the new maintenance facility, new date January or February; Roadrunner Transit is experiencing record ridership.

11. Adjourn

Motion made to adjourn at 12:56 PM: Ed Powers; Second: James Barela

Vote: Passed 10-0

NEXT MEETING DATE/TIME/LOCATION: November 21, 2024 at 12pm at Roswell Transit, 515 N. Main St., Roswell, NM 88201.

NM Transit Association

1000 Bank Of America - checking, Period Ending 09/30/2024

RECONCILIATION REPORT

Reconciled on: 10/08/2024

Reconciled by: Melissa Drake

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance	60,079.88
Checks and payments cleared (22)	-8,924.33
Deposits and other credits cleared (3)	4,679.62
Statement ending balance	55,835.17
Uncleared transactions as of 09/30/2024	-8,535.35
Register balance as of 09/30/2024	47,299.82
Cleared transactions after 09/30/2024	0.00
Uncleared transactions after 09/30/2024	400.00
Register balance as of 10/08/2024	47,699.82

Details

Checks and payments cleared (22)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/31/2024	Bill Payment	Debit	Hyatt Regency Portland at the...	-844.48
08/22/2024	Bill Payment	1980	Hinkle and Landers	-511.22
08/22/2024	Bill Payment	1981	Sunny505	-966.94
09/03/2024	Bill Payment	EFT	EPX - Credit card processing f...	-2.97
09/04/2024	Bill Payment	EFT	EPX - Credit card processing f...	-56.95
09/05/2024	Bill Payment	Debit	Southwest Transit Association	-250.00
09/05/2024	Bill Payment	Debit	NM Office of the Secretary of ...	-11.95
09/05/2024	Bill Payment	Debit	Community Trans. Assoc. of A...	-300.00
09/05/2024	Bill Payment	Debit	Microsoft	-161.15
09/06/2024	Bill Payment	EFT	ADP Tax	-511.43
09/06/2024	Bill Payment	EFT	Melissa Drake	-1,653.95
09/09/2024	Bill Payment	Debit	United State Postal Service	-256.00
09/11/2024	Bill Payment	Debit	Hyatt Regency Portland at the...	-48.00
09/12/2024	Bill Payment	Debit	Hyatt Regency Portland at the...	-15.60
09/13/2024	Bill Payment	Debit	Southpark Seafood	-20.40
09/15/2024	Bill Payment	Debit	Hyatt Regency Portland at the...	-844.48
09/15/2024	Bill Payment	Debit	Alaska Airlines	-70.00
09/17/2024	Bill Payment	Debit	Adobe Acrobat Systems	-21.48
09/19/2024	Bill Payment	Debit	Ruby K's Bagel Cafe	-100.01
09/20/2024	Bill Payment	EFT	ADP Tax	-515.72
09/20/2024	Bill Payment	EFT	Melissa Drake	-1,651.96
09/23/2024	Bill Payment	Debit	Verizon Wireless	-109.64
Total				-8,924.33

Deposits and other credits cleared (3)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/10/2024	Deposit			600.00
09/13/2024	Sales Receipt	2025-Credit1	EPX - Credit Card Merchant	212.68
09/25/2024	Deposit		NM Dept. of Transportation	3,866.94
Total				4,679.62

Additional Information

Uncleared checks and payments as of 09/30/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
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DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/23/2024	Bill Payment	EFT	NM Taxation and Revenue	-293.46
08/22/2024	Bill Payment	1979	Los Alamos County - Atomic ...	-4,500.16
09/16/2024	Bill Payment	1982	Sunny505	-241.73
09/26/2024	Bill Payment	1983	Southwest Transit Association	-1,000.00
09/26/2024	Bill Payment	1984	Mattson Management, LLC	-2,500.00
Total				-8,535.35

Uncleared deposits and other credits after 09/30/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/01/2024	Deposit		Navajo Transit System	400.00
Total				400.00

NM Transit Association

Balance Sheet

As of September 30, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Bank Of America - checking	47,299.82
1010 Bank of America - Savings	48,142.09
Total Bank Accounts	\$95,441.91
Accounts Receivable	
1100 DOT Receivable	9,141.61
1110 NMTA Receivables	200.00
Total Accounts Receivable	\$9,341.61
Other Current Assets	
1200 Undeposited Funds	0.00
1300 Prepaid Insurance	1,317.96
1350 Prepaid Payroll Tax Expense - 2	0.00
1360 Prepaid Conference and Rodeo Expenses - 2	0.00
Prepaid Conference and Rodeo E	0.00
Prepaid Payroll Tax Expense	0.00
Total Other Current Assets	\$1,317.96
Total Current Assets	\$106,101.48
TOTAL ASSETS	\$106,101.48
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 AP	2,749.19
Total Accounts Payable	\$2,749.19
Other Current Liabilities	
2400 Payroll Liabilities	948.61
Deferred Revenue	0.00
Total Other Current Liabilities	\$948.61
Total Current Liabilities	\$3,697.80
Total Liabilities	\$3,697.80
Equity	
3000 Net Assets	9,581.32
3020 Temp Restricted Net Assets	0.00
3200 Unrestricted Net Assets	102,149.70
Net Income	-9,327.34
Total Equity	\$102,403.68
TOTAL LIABILITIES AND EQUITY	\$106,101.48

NM Transit Association

1000 Bank Of America - checking, Period Ending 10/31/2024

RECONCILIATION REPORT

Reconciled on: 11/14/2024

Reconciled by: Melissa Drake

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance	55,835.17
Checks and payments cleared (16)	-11,493.47
Deposits and other credits cleared (6)	5,506.56
Statement ending balance	49,848.26
Uncleared transactions as of 10/31/2024	-4,863.62
Register balance as of 10/31/2024	44,984.64
Cleared transactions after 10/31/2024	0.00
Uncleared transactions after 10/31/2024	503.34
Register balance as of 11/14/2024	45,487.98

Details

Checks and payments cleared (16)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/16/2024	Bill Payment	1982	Sunny505	-241.73
09/26/2024	Bill Payment	1983	Southwest Transit Association	-1,000.00
09/26/2024	Bill Payment	1984	Mattson Management, LLC	-2,500.00
10/04/2024	Bill Payment	EFT	ADP Tax	-511.41
10/04/2024	Bill Payment	EFT	Melissa Drake	-1,653.97
10/08/2024	Bill Payment	1985	Rio Rancho Storage	-240.00
10/08/2024	Bill Payment	1987	Hinkle and Landers	-269.06
10/16/2024	Expense		QuickBooks Payments	-15.40
10/17/2024	Bill Payment	Debit	Adobe Acrobat Systems	-21.48
10/18/2024	Bill Payment	Debit	New Mexico Municipal League	-300.00
10/18/2024	Bill Payment	EFT	ADP Tax	-511.43
10/18/2024	Bill Payment	Debit	New Mexico Municipal League	-300.00
10/18/2024	Bill Payment	EFT	Melissa Drake	-1,653.95
10/25/2024	Bill Payment	Debit	Verizon Wireless	-109.66
10/31/2024	Bill Payment	EFT	Melissa Drake	-1,653.96
10/31/2024	Bill Payment	EFT	ADP Tax	-511.42
Total				-11,493.47

Deposits and other credits cleared (6)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/01/2024	Deposit		Navajo Transit System	400.00
10/16/2024	Deposit		Santa Fe Trails	515.00
10/18/2024	Deposit		Roswell Transit	125.00
10/31/2024	Deposit		NM Dept. of Transportation	300.00
10/31/2024	Deposit		Village of Milan	125.00
10/31/2024	Deposit		NM Dept. of Transportation	4,041.56
Total				5,506.56

Additional Information

Uncleared checks and payments as of 10/31/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/23/2024	Bill Payment	EFT	NM Taxation and Revenue	-293.46
08/22/2024	Bill Payment	1979	Los Alamos County - Atomic ...	-4,500.16
10/08/2024	Bill Payment	1986	Leslie Baca	-70.00

Total	-4,863.62
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Uncleared checks and payments after 10/31/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/01/2024	Expense		QuickBooks Payments	-11.66

Total	-11.66
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Uncleared deposits and other credits after 10/31/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/01/2024	Deposit		South Central Regional Transi...	390.00
11/05/2024	Deposit		Rio Metro RTD	125.00

Total	515.00
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NM Transit Association

Balance Sheet

As of October 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Bank Of America - checking	44,984.64
1010 Bank of America - Savings	48,143.31
Total Bank Accounts	\$93,127.95
Accounts Receivable	
1100 DOT Receivable	19,885.35
1110 NMTA Receivables	200.00
Total Accounts Receivable	\$20,085.35
Other Current Assets	
1200 Undeposited Funds	-4,041.56
1300 Prepaid Insurance	1,317.96
1350 Prepaid Payroll Tax Expense - 2	0.00
1360 Prepaid Conference and Rodeo Expenses - 2	0.00
Prepaid Conference and Rodeo E	0.00
Prepaid Payroll Tax Expense	0.00
Total Other Current Assets	\$ -2,723.60
Total Current Assets	\$110,489.70
TOTAL ASSETS	\$110,489.70
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 AP	855.22
Total Accounts Payable	\$855.22
Other Current Liabilities	
2400 Payroll Liabilities	948.61
Deferred Revenue	0.00
Total Other Current Liabilities	\$948.61
Total Current Liabilities	\$1,803.83
Total Liabilities	\$1,803.83
Equity	
3000 Net Assets	9,581.32
3020 Temp Restricted Net Assets	0.00
3200 Unrestricted Net Assets	102,149.70
Net Income	-3,045.15
Total Equity	\$108,685.87
TOTAL LIABILITIES AND EQUITY	\$110,489.70



**Legislative Agenda
2025 Legislative Session
Adopted: November 21, 2024**

Propose and Monitor Legislation that impacts New Mexico Transit Association (NMTA) and its members

Propose, 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 or State Transit Funding Allocation for Public Transit Use on a Statewide Basis

Continue to advocate for and support the development of legislation that allocates state funds to assist public transit agencies in acquiring buses, facilities, and/or supporting operations. These funds will enable public transit agencies to maintain safe, dependable, and essential transportation services for residents, covering medical, employment, educational, economic, and other vital needs. Establishing transit funding, in conjunction with federal and local resources, will significantly benefit New Mexico's transit system constituents by bridging the gap between necessary and available funding. This fund will also reduce the need for municipal or county transit systems to compete with other internal priorities for annual Legislative Capital Outlay appropriations. Currently it is anticipated that legislation would be introduced that would enhance the funding in the State Local Match Fund for federal grants that would include a special allocation for public transit. Furthermore, based upon discussion with the New Mexico Department of Transportation Secretary there is supported to fund the development of a Public Transit Policy Plan similar to what was adopted by the Oklahoma Department of Transportation.

Establish traffic law requiring vehicles to yield to Public Transit Buses -reintroduction of HB 349 (2017) and SB 22 (2021) and SB 249(2023)

Propose and advocate for legislation aimed at enhancing traffic flow, improving transit reliability, and increasing road safety through the implementation of the Yield to Bus Law. This law would mandate that motorists yield the right-of-way to transit buses merging into traffic from bus stops. To facilitate this, all buses would be equipped with illuminated Yield to Bus lights on their rear. Non-compliance with this law would be classified as a moving traffic violation, subject to fines and points on the driver's license.

Currently, seven states in the U.S.—Florida, Washington, Oregon, New Jersey, California, Minnesota, and Colorado—have enacted similar laws. These laws require motorists to yield to buses re-entering traffic. This legislation allows transit agencies to install LED yield signs on buses. This initiative aims to ensure that transit buses can merge safely and efficiently, thereby reducing delays and enhancing the overall reliability of public transportation. By adopting this legislation, we can significantly improve the safety and efficiency of our roadways, benefiting all road users and supporting the essential services provided by public transit systems.

Support Legislation that enhances penalties for assaulting a public transit employee's

The City of Albuquerque has indicated plans to introduce legislation that would classify assaulting a Motor Coach Operator as an enhanced crime. Similarly, in 2023, the City of Las Cruces expressed interest in adding enhanced criminal penalties to existing state statutes for violence against transportation workers. Currently, over thirty states have laws that categorize assault on a transit operator as a special violation.

The Federal Transit Administration (FTA) has also prioritized the tracking and prevention of assaults on transit workers. According to the FTA, agencies subject to the Public Transportation Agency Safety Plans must conduct safety risk assessments, identify risk mitigations or strategies, and report on how they are assessing, mitigating, and monitoring the safety risks associated with assaults on transit workers. This legislative effort aims to provide stronger protections for transit operators and ensure a safer working environment for all transportation employees.

Non-Legislative - Discretionary Funding from Transportation Secretary

Authorize JD Bullington to continue to discuss with the Transportation Secretary Ricky Serna and the Governor's Office mechanisms to establish discretionary funding within the New Mexico Department of Transportation (NMDOT) budget to fund various transit projects. In 2020, there was the \$1Million Pilot Project. Later in 2021 former NMDOT Secretary allocated \$600,000 out of the NMDOT discretionary budget fund for public transit projects.
