



**NEW MEXICO TRANSIT ASSOCIATION
BOARD OF DIRECTORS' MEETING AGENDA
July 17, 2025 – 12:00 PM
Roswell Transit
515 N Main Street Roswell, NM 88201**

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
Leslie Baca (Treasurer), representing 5310 programs	Present / Absent / Called In
Rebecka Hicks, (Secretary), representing 5311 programs	Present / Absent / Called In
Eugene Lujan, 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
Kevin Olinger, (Ex-Officio representing NMDOT)	Present / Absent / Called In
OPEN , representing Director at Large	Present / Absent / Called In
OPEN , 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 – May 15, 2025, and June 10, 2025**
5. **Approval of Treasurer’s Monthly Financial Reports for May 2025 and June 2025**
6. **Presentations:**
7. **Action Items:**
 - Approval of FY 2026 PSA for Sunny505
 - FY 2025 Financial Audit – Approval of Contracting Hinkle + Landers for 3 Years
 - Vote on Confirmed Nominations for the Open Director at Large Seat Expiring in April 2028
 - Discussion & Approval to Send 1st Place Winner for Large Bus to the CTAA National Rodeo instead of the APTA International Rodeo
8. **Discussion Items:**
 - FY 2026 NMDOT Budget Request Update
 - Nominations to Fill the Open Director for Regional Transit District expiring in April 2026
 - FY 2026 Training Calendar
 - FY 2026 NMTA Board Meeting Calendar and Hosting Agencies
9. **Subcommittee Updates:**
 - **Conference, Rodeo and Training**
(James Barela and Liz Carter)
 - **Legislative and Communications**
(Liz Carter, Tom Marking, and David Armijo)
 - **Membership and Sponsors**
(Becky Hicks, Todd Naktewa and Brent Roy)
10. **Board Member Announcements**
11. **Adjourn - Next Meeting Date/Time/Location: September 18, 2025 – location to be determined**

**NEW MEXICO TRANSIT ASSOCIATION
BOARD OF DIRECTORS' MEETING MINUTES
May 15, 2025 – 12:00 PM
Virtual Meeting**

1. Call to Order

President Elizabeth Carter called the meeting to order at 12:04 PM.

2. Roll Call

Board Members:

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

Staff: Melissa Drake, Executive Director Zoom

Guests: J.D. Bullington Zoom

3. Approval of the Agenda

Motion to approve agenda: Becky Hicks; Second: Eugene Lujan.

Vote: Passed 8-0

4. Approval of Meeting Minutes – February 27, 2025, and March 17, 2025

Motion to approve meeting minutes: Ed Powers; Second: Liz Carter.

Vote: Passed 8-0

5. Approval of Treasurer's Monthly Financial Reports for February 2025 to April 2025

Ed presented. Reports included in Board packet. Ordinary business expenses. Training class expense and conference related expenses. Had to move \$45,000 from savings to checking to operate the conference. Waiting for NMDOT reimbursement to put funds back into savings.

Motion to approve Treasurer's reports: Becky Hicks; Second: James Barela.

Vote: Passed 8-0

6. Presentations: Legislative Update – J.D. Bullington

Yield-to-Buses was introduced. Did not pass. Very close. Senate bill, Bobby Gonzales of Taos, passed both Senate committees and Senate floor unanimously. Needed two committee

assignments, reduced to 1. In House judiciary committee, Christine Chandler, did not schedule for a hearing, bill sponsor, was one of 4 that killed her bill, paid family medical leave, bill defeated in Senate Finance Committee, 4 democrats, 3 republicans voted against. She made the decision not to schedule the bill. Can't try again for 2 years. Transit fund, meeting with Rebecca Ruse, very supportive of additional funding for Transit in NM. She steered us toward the Local Match Fund. Will meet in June, how Transit accesses money from the local match fund. Did not get the amount of funding requested, makes decisions more difficult. Some of our groups already got funding from this source. Should reestablish conversations with Ricky Serna. Still have 5 counties without transportation. Has been a struggle. Time to try a new approach.

7. Action Items:

- **Approval of 10th Amendment for J.D. Bullington**
Motion made: Becky Hicks; Second: Tom Marking.
Vote: Passed 8-0
- **Approval of FY2026 NMTA Budget**
Motion made: Becky Hicks; Second: Eugene Lujan.
Vote: Passed 8-0
- **Approval of FY2026 NMDOT Budget**
Motion made: Becky Hicks; Second: Brent Roy.
Vote: Passed 8-0
- **Adjourn to Closed Session**
Motion made: Becky Hicks; Second: Liz Carter.
Vote: Passed 8-0
- **Resume Open Session at 12:37**
Motion made: Becky Hicks; Second: Liz Carter.
Vote: Passed 8-0
- **Discussion and approval of Employee Professional Service Agreement – Change Fiscal Year**
Motion made: Becky Hicks; Second: Tom Marking.
Vote: Passed 8-0

8. Discussion Items:

- **Interactive Map Update**
Show and tell by Melissa Drake. Lots of information. Still adding more data. Legislative info being added with contact information. Senate and House Districts removed due to inconsistencies. Link added with legislative information. See if we can add NMDOT districts to the map. Add link for Find my Legislator. Will do a press release when completed.
- **2025 Managers' Leadership, 2026 Roadeo, 2026 Conference and Expo**
Cohost with SWTA for 2026. March 30 to April 2, 2026 at Albuquerque Convention Center. Conference and Expo. Roadeo will need to be stand alone in spring or fall. If in the fall, can connect to Managers' Conference possibly September, October. We could skip a year. If we don't do one in the fall of 2025, we won't have anyone to send to the APTA Conference next year. September 19-21 with Managers' Conference on the 18th. Need to decide. Will NMDOT pay for two Roadeo's in the same Federal Year? Melissa and Kevin will get with Deborah about

that. If Managers' Conference and Roadeo are connected, may get more registrations for conference that has had low attendance the last couple of years.

- **Subcommittee Changes**

Liz requested to move this to next meeting.

9. Subcommittee Updates:

- **Conference, Roadeo and Training**

(Liz Carter, Ed Powers and James Barela)

Debrief from last Roadeo. Small things to fix. Miscommunication with caterer. Nothing major. Need to make a couple of course corrections. Fleet mechanic on site to help with breakdowns.

- **Legislative and Communications**

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

Brief AARP staff regarding latest efforts with legislature and website, possibly early August.

- **Membership and Sponsors**

(Becky Hicks, Todd Naktewa and Brent Roy)

Suggested that we might want to redo the brochure with interactive map as added benefit and new membership fees.

10. Board Member Announcements

Kevin Olinger FTA Master Agreement version 33, one of the changes includes cooperating with ICE and not impeding their actions. Possibly send to legal counsel to be sure we don't have any issues with this version.

11. Adjourn

Adjourn at 1:22PM.

Motion made: Becky Hicks; Second: Ed Powers. Passed 8-0.

NEXT MEETING DATE/TIME/LOCATION: July 17, 2025 at 12PM. Hosting agency will be Roswell Transit, 515 N. Main Street, Roswell, NM 88201.

Balance Sheet

NM Transit Association

As of June 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
1000 Bank Of America - checking	28,593.42
1010 Bank of America - Savings	48,152.41
Total for Bank Accounts	\$76,745.83
Accounts Receivable	
1100 DOT Receivable	22,773.92
1110 NMTA Receivables	200.00
Total for Accounts Receivable	\$22,973.92
Other Current Assets	
1200 Undeposited Funds	
1300 Prepaid Insurance	1,317.96
1350 Prepaid Payroll Tax Expense - 2	
1360 Prepaid Conference and Rodeo Expenses - 2	
Prepaid Conference and Rodeo E	
Prepaid Payroll Tax Expense	
Total for Other Current Assets	\$1,317.96
Total for Current Assets	\$101,037.71
Fixed Assets	
Other Assets	
Total for Assets	\$101,037.71
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 AP	-55,942.08
Total for Accounts Payable	-\$55,942.08
Credit Cards	
Other Current Liabilities	
2400 Payroll Liabilities	948.61
Deferred Revenue	
Total for Other Current Liabilities	\$948.61
Total for Current Liabilities	-\$54,993.47
Long-term Liabilities	
Total for Liabilities	-\$54,993.47
Equity	
3200 Unrestricted Net Assets	101,749.70
Net Income	44,700.16
3000 Net Assets	9,581.32
3020 Temp Restricted Net Assets	
Total for Equity	\$156,031.18
Total for Liabilities and Equity	\$101,037.71

NM Transit Association

1000 Bank Of America - checking, Period Ending 05/31/2025

RECONCILIATION REPORT

Reconciled on: 06/06/2025

Reconciled by: Melissa Drake

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

Summary

	USD
Statement beginning balance.....	26,824.87
Checks and payments cleared (19).....	-64,894.82
Deposits and other credits cleared (4).....	79,093.87
Statement ending balance.....	<u>41,023.92</u>
Uncleared transactions as of 05/31/2025.....	-11,257.96
Register balance as of 05/31/2025.....	<u>29,765.96</u>

Details

Checks and payments cleared (19)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/11/2025	Bill Payment	2013	J.D. Bullington Government R...	-1,300.00
04/11/2025	Bill Payment	2016	The Printer's Press	-1,684.33
04/11/2025	Bill Payment	2017	Melissa Drake	-169.55
04/11/2025	Bill Payment	2012	Rio Rancho Storage	-240.00
05/02/2025	Bill Payment	EFT	ADP Tax	-504.40
05/02/2025	Bill Payment	EFT	Melissa Drake	-1,667.62
05/12/2025	Bill Payment	Debit	Adobe Acrobat Systems	-21.48
05/16/2025	Bill Payment	EFT	Melissa Drake	-1,667.64
05/16/2025	Bill Payment	EFT	ADP Tax	-504.38
05/19/2025	Bill Payment	Debit	Intuit Quickbooks	-754.21
05/19/2025	Bill Payment	Debit	Kokopelli Embroidery & Prom...	-1,457.93
05/24/2025	Bill Payment	Debit	Verizon Wireless	-115.24
05/28/2025	Bill Payment	Debit	Constant Contact	-45.92
05/29/2025	Bill Payment	Debit	Community Trans. Assoc. of A...	-6,500.00
05/29/2025	Transfer			-45,000.00
05/29/2025	Expense		QuickBooks Payments	-23.10
05/30/2025	Bill Payment	Debit	united States Liability Insuran...	-1,067.00
05/30/2025	Bill Payment	EFT	ADP Tax	-504.39
05/30/2025	Bill Payment	EFT	Melissa Drake	-1,667.63
Total				-64,894.82

Deposits and other credits cleared (4)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/13/2025	Deposit			595.00
05/29/2025	Deposit		Rio Metro RTD	440.00
05/29/2025	Deposit		Freedman Seating Company	772.50
05/29/2025	Deposit		NM Dept. of Transportation	77,286.37
Total				79,093.87

Additional Information

Uncleared checks and payments as of 05/31/2025

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
05/15/2025	Bill Payment	2019	DoubleTree by Hilton Santa Fe	-1,054.02
05/15/2025	Bill Payment	2018	Hinkle and Landers	-1,257.89

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/23/2025	Bill Payment	2020	Southwest Transit Association	-1,500.00
05/23/2025	Bill Payment	2021	RLS & Associates	-2,652.43
Total				-11,257.96

NM Transit Association

1000 Bank Of America - checking, Period Ending 06/30/2025

RECONCILIATION REPORT

Reconciled on: 07/14/2025

Reconciled by: Melissa Drake

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

Summary

USD

Statement beginning balance	41,023.92
Checks and payments cleared (15)	-19,733.42
Deposits and other credits cleared (3)	14,401.75
Statement ending balance	35,692.25

Uncleared transactions as of 06/30/2025	-7,098.83
Register balance as of 06/30/2025	28,593.42

Details

Checks and payments cleared (15)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/15/2025	Bill Payment	2018	Hinkle and Landers	-1,257.89
05/15/2025	Bill Payment	2019	DoubleTree by Hilton Santa Fe	-6,421.82
05/23/2025	Bill Payment	2021	RLS & Associates	-2,652.43
05/23/2025	Bill Payment	2020	Southwest Transit Association	-1,500.00
06/11/2025	Bill Payment	Debit	Adobe Acrobat Systems	-21.48
06/11/2025	Bill Payment	Debit	Hinkle and Landers	-668.35
06/13/2025	Bill Payment	EFT	Melissa Drake	-1,667.63
06/13/2025	Bill Payment	EFT	ADP Tax	-504.39
06/23/2025	Bill Payment	Debit	E Fax	-204.03
06/23/2025	Bill Payment	Debit	Verizon Wireless	-115.24
06/26/2025	Bill Payment	2022	Melissa Drake	-1,204.04
06/26/2025	Bill Payment	Debit	Go Daddy	-1,295.88
06/27/2025	Bill Payment	EFT	ADP Tax	-508.69
06/27/2025	Bill Payment	EFT	Melissa Drake	-1,665.63
06/30/2025	Bill Payment	Debit	Constant Contact	-45.92
Total				-19,733.42

Deposits and other credits cleared (3)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/24/2025	Deposit		NM Dept. of Transportation	8,291.75
06/24/2025	Deposit			5,260.00
06/24/2025	Deposit			850.00
Total				14,401.75

Additional Information

Uncleared checks and payments as of 06/30/2025

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
06/26/2025	Bill Payment	2023	Los Alamos County - Atomic ...	-2,305.21
Total				-7,098.83

NEW MEXICO TRANSIT ASSOCIATION
PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (Agreement) is made and entered into this 1st day of July, 2025 (“Effective Date”), by and between the New Mexico Transit Association (the "NMTA" or "Association") and Griffin and Associates Marketing, Inc. D/B/A Sunny505, (the "Contractor").

1. SCOPE OF SERVICES

The Contractor shall provide the following services for the Association:

A. **Legislative One Sheet.** In preparation for the upcoming legislative session, Contractor will put together a series of one sheet’s that make the case for public transportation. Included will be stats on New Mexico’s public transportation usage as well as case studies on what other states are doing. In addition to being used at the legislature, the one sheets will service a variety of purposes – and will be placed on the Association’s website for general information, distributed at meetings, and be given to the media and other elected officials.

B. **Op-Ed Campaign.** Work with Association’s Legislative Subcommittee to find public transportation supporters (ideally key business leaders, civic leaders and opinion leaders) that would be willing to place Op-Eds in their local newspaper. Contractor will ghost write the Op-Eds and coach them on how to submit the finished write ups to each newspaper. Those Op-Eds will then be added to the Association’s website, put in packages to be sent to lawmakers as well as shared on social media.

C. **Interactive Map Updates.** Contractor will work with the Association’s Executive Director to update the Association’s interactive map information to further improve the Association’s website user experience and educate the public on transit services provided in New Mexico.

D. **Other Public Relations Activities.** Contractor will write and place news releases to run in print and broadcast media throughout the state. Contractor will write, disseminate and pitch news releases as needed. It is important to keep the releases timely to ensure Contractor is providing the media with something that is newsworthy, but not inundating them. In addition to sending the releases, Contractor will follow up with all mediate and provide detailed reports of results including where and when coverage was received, total impressions and the tone of each story. Contractor may be asked to attend various meetings as needed.

2. STANDARD OF PERFORMANCE LICENSES

A. The Contractor represents that it possesses the experience and knowledge necessary to perform the services described under this Agreement.

3. COMPENSATION

A. The Association shall pay to the Contractor in full payment for services rendered not to exceed \$10,000.00 inclusive of New Mexico Gross Receipts Tax during contracted term. The Association may, in its sole discretion, elect to increase funding for advertising, promotion or related expenses such as a statewide broadcast PSA campaign.

B. Payment to the Contractor shall be made upon receipt and approval of a detailed statement containing a report of services completed.

C. Contractor is not an employee and is not eligible for fringe benefits, such as but not limited to, annual leave, sick leave, holiday pay, medical insurance, dental insurance, or retirement plan contributions.

4. TERM AND EFFECTIVE DATE

This Agreement shall be effective July 1, 2025 and terminate on June 30, 2026, unless sooner pursuant to Article 5 below.

5. TERMINATION

A. This Agreement may be terminated by the Association upon 30 days written notice to the Contractor with or without cause for the convenience of the Association. Contractor may terminate this agreement by giving 60 days prior written notice of termination to the Association.

(1) The Contractor shall render a final report of the services performed up to the date of termination and shall turn over to the Association original copies of all work product prepared under this Agreement.

(2) The Contractor shall be paid for services rendered and expenses incurred through the date Contractor receives notice of such termination.

(3) By terminating this Agreement neither party may nullify obligations already incurred for performance or failure to perform.

6. STATUS OF CONTRACTOR

The Contractor is a contract employee performing professional services for the Association. The Contractor shall not accrue leave, retirement, insurance, or any other such benefits as a result of this Agreement.

7. CONFIDENTIALITY AND PRIVACY ACT

Any confidential information provided to or developed by the Contractor in the performance of this Agreement shall be kept confidential and shall not be made available to any individual or organization by the Contractor without the prior written approval of the Association.

8. CONFLICT OF INTEREST

The Contractor warrants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this Agreement. Contractor further agrees that in the performance of this Agreement no persons having any such interests shall be employed.

9. ASSIGNMENT: SUBCONTRACTING

The Contractor shall not assign or transfer any rights, privileges, obligations or other interest under this Agreement, including any claims for money due, without the prior written consent of the Association. The Contractor shall not subcontract any portion of the services to be performed under this Agreement without the prior written approval of the Association.

10. RELEASE

The Contractor, upon acceptance of final payment of the amount due under this Agreement, releases the Association, its officers and employees, from all liabilities, claims and obligations whatsoever arising from or under this Agreement. The Contractor agrees not to purport to bind the Association to any obligation not assumed herein by the Association unless the Contractor has express written authority to do so, and then only within the strict limits of that authority.

11. INDEMNIFICATION

The Contractor shall indemnify, hold harmless and defend the Association from all losses, damages, claims or judgments, including payments of all attorneys' fees and costs on account of any suit, judgment, execution, claim, action or demand whatsoever arising from Contractor's performance under this Agreement as well as the performance of Contractor's employees, agents, representatives and subcontractors to the maximum extent permitted by law.

12. THIRD PARTY BENEFICIARIES

By entering into this Agreement, the parties do not intend to create any right, title or interest in or for the benefit of any person other than the Association and the Contractor. No person shall claim any right, title or interest under this Agreement or seek to enforce this Agreement as a third-party beneficiary of this Agreement.

13. RECORDS AND AUDIT

The Contractor shall maintain, throughout the term of this Agreement and for a period of three years thereafter, detailed records that indicate the date, time and nature of services rendered. The Association shall have the right to audit the billing both before and after payment. Payment under this Agreement shall not foreclose the right of the Association to recover excessive or illegal payments.

14. APPLICABLE LAW: CHOICE OF LAW: VENUE

Contractor shall abide by all applicable federal and state laws and regulations, and all ordinances, rules and regulations of the Association. In any action, suit or legal dispute arising from this Agreement, the Contractor agrees that the laws of the State of New Mexico shall govern. The parties agree that any action or suit arising from this Agreement shall be commenced in a federal or state court of competent jurisdiction in New Mexico. Any action or suit commenced in the courts of the State of New Mexico shall be brought in the First Judicial District Court.

15. AMENDMENT

This Agreement shall not be altered, changed or modified except by an amendment in writing executed by the parties hereto.

16. ENTIRE AGREEMENT

This Agreement incorporates all the agreements, covenants, and understandings between the parties hereto concerning the services to be performed hereunder, and all such agreements, covenants and understandings have been merged into this Agreement. This Agreement expresses the entire Agreement and understanding between the parties with respect to said services. No prior agreement or understanding, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

17. SEVERABILITY

In case any one or more of the provisions contained in this Agreement or any application thereof shall be invalid, illegal or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions contained herein and any other application thereof shall not in any way be affected or impaired thereby.

18. NOTICES

Any notices required to be given under this Agreement shall be in writing and served by personal delivery or by mail, postage prepaid, to the parties at the following addresses:

New Mexico Transit Association:
Incumbent, President
Address available from office
of the Association

Sunny505:
Joan Griffin, Founding Principal
119 Dartmouth Drive SE
Albuquerque, NM 87106

IN WITNESS WHEREOF, the parties have executed this Agreement on the date set forth

below:

NEW MEXICO TRANSIT ASSOCIATION:

GRIFFIN AND ASSOCIATES
MARKETING, INC.:

Elizabeth M. Carter, President

Joan Griffin, Founding Principal

Date signed:

Date signed:

FY25 Audit Quotes

Hinkle & Landers (Albuquerque)

Farly Vener

883-8788 or 385-4899

Quote if contract for a 3 year audit, financial statements and 990 report:

Year Ended	2025		2026		2027	
	Hours	Cost	Hours	Cost	Hours	Cost
DOT Portion	48	\$6,400.00	48	\$6,656.00	48	\$6,922.00
NMTA Portion	12	\$1,600.00	12	\$1,664.00	12	\$1,731.00
Subtotal	60	\$8,000.00	60	\$8,320.00	60	\$8,653.00
Plus Gross Receipts Tax @ 7.625%*		\$610.00		\$634.00		\$660.00
Total	60	\$8,610.00	60	\$8,954.00	60	\$9,313.00

Carr CPAs

Not able to help us at this time

Pulakos CPA

Not able to help us at this time, we're too small



My name is Melissa Carrillo; I am the Deputy City Clerk for the City of Portales. I have been employed with the City of Portales going on for eleven years. I have been a cashier clerk for the water department, receiving payments, doing deposits. Then after five years I got offered a position as the Business Coordinator for the Planning and Zoning department. I worked with local and outside of area businesses to obtain business registrations in Portales. A couple of years later I transferred to the Clerks and Human Resources department as the Clerk Receptionist for about one and a half years. I assisted with filing personnel documents and during that time learned how to prepare agendas and minutes. In September of 2023 I got promoted to the Deputy City Clerk position. I am working on getting my (CMC) Certified Municipal Clerk Certificate. I am currently working with the Portales Area Transit department, and I enjoy every bit of it. I have completed my training and certifications for the PAT's Department. My hobbies are spending time with my husband, my five children, and of course I cannot forget my two grandchildren which I spoil them rotten!





This is Jessica Guthrie, Transit Manager at Golden Spread Rural/Frontier Coalition in Clayton, New Mexico, 88415.

Jessica oversees the Blackcat program for NMDOT and is responsible for grant applications. She works closely with Veteran Affairs and manages veteran contracts. Additionally, Jessica serves as a back-up DAPM/DER and Dispatch, and she is available as a back-up driver when needed. Jessica is known for her dedication and willingness to go above and beyond to achieve results.

Jessica played a role in Golden Spread being recognized as the 2024 Customer Service of the Year by the Chamber of Commerce. Golden Spread also received the New Mexico Enhanced Mobility of Seniors and Individuals with Disability Program - Transit System of the Year award in 2024 from NMTA.

Outside of her professional life, Jessica enjoys outdoor adventures, including boating, fishing, and spending time by the water.

NMTA Training Proposal



Reframing Compassionate Leadership

Duration: 2 hours (adaptable)

Overview:

This session challenges the outdated notion that leaders must choose between empathy and accountability. Grounded in real-world leadership challenges, we'll reframe compassionate leadership as a high-impact approach that fosters retention, builds trust, and protects your own well-being.

Key Takeaways:

- Understand how holding others accountable with empathy strengthens team culture and retention
- Learn subtle but powerful shifts in your leadership approach that increase your impact without increasing your stress
- Explore common “thought traps” that contribute to burnout—and how to shift your thinking
- Develop healthy boundaries to protect your time, energy, and role clarity as a compassionate leader
- Practice delivering clear, empathetic feedback and guidance in real workplace scenarios

This session is interactive and designed to help leaders show up with both heart and clarity in fast-paced, people-driven environments.

Virtual: \$500 for up to 30 attendees

In person: \$3,000 + travel expenses

NMTA Training Proposal



Problem Solving and Decision Making: Confident Choices in Daily Operations

Duration: 2 hours (adaptable)

Overview:

Strong leaders don't solve every problem—they build a culture where their team can. This workshop focuses on creating clarity and confidence around decision-making at every level of your organization.

Key Takeaways:

- Learn why empowerment and ownership are essential to employee engagement and retention
- Gain a practical, repeatable framework for addressing challenges—internally and customer-facing
- Discover simple tools that make in-the-moment problem solving part of your team's daily rhythm

Designed for operational leaders and managers, this training provides clear tools to build confidence and consistency in your team's decision-making.

Virtual: \$500 for up to 30 attendees

In person: \$3,000 + travel expenses

Trainings could be combined for a half or full day in-person training depending on your needs.

Experienced Training



Take 25 years of real-world hospitality experience, add the financial savvy of an MBA, then stir in the entrepreneurial problem solving skills of a successful owner/operator and you get an expert coach and trainer working to improve your company's service, culture, and strategy.

Meet Nicole Mattson, MBA:

- 10 years of luxury customer experience including Front Office Management, Opening Team Training for two world-class resorts, Operational Management of Luxury On-Mountain Ski Lodging and Dining, and Reservation, Sales, and Revenue Management with Starwood, Vail Resorts, and East West Resorts.
- 7 years of corporate pricing strategy
- 10 years of owning and operating a world class destination at Nocturne Jazz and Supper Club
- 6 years as an adjunct professor teaching undergraduate students at the University of Denver.
- Over 25 years of facilitating front line training for customer focused professionals.

NMTA Board of Directors Meeting for FY 2026

Board Meetings are held on the 3rd Thursday every other month, unless canceled or rescheduled

<u>Date</u>	<u>Location</u>	<u>Main Focus for Meeting</u>
July 17, 2025	Virtual	Fiscal Year Training Calendar: Update Board with NMDOT Suggested Topics, Managers Conference Venue/Dates and Topic selection
September 18, 2025		Approve Quarterly Training Calendar, approve/update CPA for Audit, approve Legislative Agenda
November 20, 2025		Annual Audit Presentation, Legislative Agenda and Conference Update, board election/nomination update
December 18, 2025	Virtual	(If needed) Legislative Update, Conference Update and Road-eo needs
January 15, 2026		Legislative Update/Conference Update
February 19, 2026		(In needed) Legislative Update
March 19, 2026		Business Meeting at Conference
May 21, 2026		Melissa's Annual Review