



**NEW MEXICO TRANSIT ASSOCIATION
BOARD OF DIRECTORS' MEETING AGENDA
September 18, 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
Jessica Guthrie, 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
-----------------------------------	------------------------------

Guests: _____ Present / Called In

_____ Present / Called In

3. **Approval of the Agenda**
4. **Approval of Meeting Minutes – July 17, 2025**
5. **Approval of Treasurer’s Monthly Financial Reports for July 2025 and August 2025**
6. **Presentations:**
7. **Action Items:**
 - Vote on Confirmed Nominations for the Open RTD Seat Expiring in April 2026
 - Discussion & Approval for member of NMTA Board to attend the LIT Leadership Summit with NMTA’s second complimentary registration
 - Discussion & Approval of the 2026 NMTA/SWTA Conference and Expo Proposed Cost Sharing
8. **Discussion Items:**
 - 2026 NMTA Rodeo – Venue Brainstorming
 - FY 2026 Training Calendar Update
 - FY 2025 Audit Update
9. **Subcommittee Updates:**
 - **Conference, Rodeo and Training**
(James Barela, Eugene Lujan, Leslie Baca and Liz Carter)
 - **Legislative and Communications**
(Liz Carter, Tom Marking, and David Armijo)
 - **Membership and Sponsors**
(Becky Hicks, Todd Naktewa, Jessica Guthrie and Brent Roy)
10. **Board Member Announcements**
11. **Adjourn - Next Meeting Date/Time/Location: November 20, 2025 – Pueblo of Zuni A:shiwi Transit**

7. Action Items:

- **Approval of FY2026 PSA for Sunny505**
Motion made: Becky Hicks; Second: Leslie Baca.
Vote: Passed 6-0
- **FY2025 Financial Audit – Approval of Contracting Hinkle & Landers for 3 Years**
Motion made: Becky Hicks; Second: Eugene Lujan.
Vote: Passed 6-0
- **Vote on Confirmed Nominations for the Open Director at Large Seat Expiring April 2028**
Two candidates, Melissa Carrillo and Jessica Guthrie. Voted in Chat in Meeting Platform. Jessica Guthrie to replace Ed Powers.
- **Discussion & Approval to Send 1st Place Winner for Large Bus to the CTAA National Rodeo instead of the APTA International Rodeo**
CTAA added a Large Bus category to their Rodeo now. This would allow us to send both winners of our Rodeo to the same event. Their dates allow our deadline to be less stringent as well.
Motion made: Becky Hicks; Second: Eugene Lujan.
Vote: Passed 6-0

8. Discussion Items:

- **FY2026 NMDOT Budget Request Update**
Approved by NMDOT, working on contract.
- **Nominations to fill the Open Director for Regional Transit District Expiring April 2026**
This is Tony Mortillaro's seat. Many options were discussed. Decided to solicit nominations from membership via email. Board can vote via email.
- **FY2026 Training Calendar**
Working with Eugene Lujan on De-escalation Training for the Fall. ABQ Ride will provide training location and NMTA will cover training costs. Other topics to be scheduled in FY 2026, How to Manage the Unhoused, Wheelchair Lift.
- **FY2026 NMTA Board Meeting Calendar and Hosting Agencies**
September 18, 2025; Host: Becky Hicks, Roswell Transit
November 20, 2025; Host: Todd Naktewa, Zuni Pueblo
December 18, 2025; Virtual
January 15, 2026; Host: James Barela, Atomic City Transit
February 19, 2026; Host: Leslie Baca, Jemez Pueblo
March 19, 2026; Host: Eugene Lujan, ABQ Ride
May 21, 2026; Host: Jessica Guthrie, Golden Spread Rural Frontier
- **Subcommittee Changes**
Leslie Baca and Eugene Lujan have joined Conference, Rodeo and Training.

9. Subcommittee Updates:

- **Conference, Rodeo and Training**
(Liz Carter, James Barela, Eugene Lujan and Leslie Baca)
Nothing new.

- **Legislative and Communications**
(Tom Marking, Liz Carter and David Armijo)
Nothing new.
- **Membership and Sponsors**
(Becky Hicks, Todd Naktewa, Brent Roy and Jessica Guthrie)
Nothing new.

10. Board Member Announcements: None.

11. Adjourn

Adjourn at 12:54PM.

NEXT MEETING DATE/TIME/LOCATION: September 18, 2025 at 12PM. Hosting agency will be Roswell Transit, 515 N. Main Street, Roswell, NM 88201.

NM Transit Association

1000 Bank Of America - checking, Period Ending 07/31/2025

RECONCILIATION REPORT

Reconciled on: 09/04/2025

Reconciled by: Melissa Drake

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

Summary

USD

Statement beginning balance	35,692.25
Checks and payments cleared (7)	-4,672.13
Deposits and other credits cleared (1)	400.00
Statement ending balance	31,420.12
Uncleared transactions as of 07/31/2025	-7,098.83
Register balance as of 07/31/2025	24,321.29
Cleared transactions after 07/31/2025	0.00
Uncleared transactions after 07/31/2025	6,894.36
Register balance as of 09/04/2025	31,215.65

Details

Checks and payments cleared (7)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/11/2025	Bill Payment	EFT	Melissa Drake	-1,667.63
07/11/2025	Bill Payment	EFT	ADP Tax	-504.09
07/12/2025	Bill Payment	Debit	Adobe Acrobat Systems	-21.48
07/25/2025	Bill Payment	Debit	Verizon Wirelss	-115.84
07/25/2025	Bill Payment	EFT	ADP Tax	-542.31
07/25/2025	Bill Payment	EFT	Melissa Drake	-1,774.86
07/27/2025	Bill Payment	Debit	Constant Contact	-45.92
Total				-4,672.13

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/14/2025	Deposit		Carlsbad Municipal Transit Sy...	400.00
Total				400.00

Additional Information

Uncleared checks and payments as of 07/31/2025

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

Uncleared checks and payments after 07/31/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/08/2025	Bill Payment	EFT	Melissa Drake	-1,774.87
08/08/2025	Bill Payment	EFT	ADP Tax	-542.30
08/21/2025	Bill Payment	2025	Hinkle and Landers	-376.69
08/22/2025	Bill Payment	Debit	Adobe Acrobat Systems	-21.48
08/22/2025	Bill Payment	EFT	ADP Tax	-542.31
08/22/2025	Bill Payment	EFT	Melissa Drake	-1,774.86
08/25/2025	Bill Payment	Debit	Verizon Wireless	-115.84
08/29/2025	Bill Payment	Debit	DropBox, Inc	-214.67

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/29/2025	Bill Payment	Debit	Constant Contact	-406.08
08/31/2025	Bill Payment	2024	Sunny505	-1,455.52
08/31/2025	Bill Payment	Debit	Microsoft	-161.15
08/31/2025	Bill Payment	2026	Rio Rancho Storage	-480.00
Total				-7,865.77

Uncleared deposits and other credits after 07/31/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/14/2025	Deposit		NM Dept. of Transportation	12,120.13
08/18/2025	Deposit		Carlsbad Municipal Transit Sy...	480.00
08/25/2025	Deposit		City of Farmington - Red Appl...	1,200.00
09/02/2025	Deposit			960.00
Total				14,760.13

NM Transit Association

1000 Bank Of America - checking, Period Ending 08/31/2025

RECONCILIATION REPORT

Reconciled on: 09/04/2025

Reconciled by: Melissa Drake

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

Summary	USD
Statement beginning balance.....	31,420.12
Service charge.....	-67.76
Checks and payments cleared (11).....	-8,338.77
Deposits and other credits cleared (3).....	13,800.13
Statement ending balance.....	<u>36,813.72</u>
Uncleared transactions as of 08/31/2025.....	-6,625.83
Register balance as of 08/31/2025.....	30,187.89
Cleared transactions after 08/31/2025.....	0.00
Uncleared transactions after 08/31/2025.....	960.00
Register balance as of 09/04/2025.....	<u>31,147.89</u>

Details

Checks and payments cleared (11)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/26/2025	Bill Payment	2023	Los Alamos County - Atomic ...	-2,305.21
08/08/2025	Bill Payment	EFT	Melissa Drake	-1,774.87
08/08/2025	Bill Payment	EFT	ADP Tax	-542.30
08/22/2025	Bill Payment	EFT	ADP Tax	-542.31
08/22/2025	Bill Payment	Debit	Adobe Acrobat Systems	-21.48
08/22/2025	Bill Payment	EFT	Melissa Drake	-1,774.86
08/25/2025	Bill Payment	Debit	Verizon Wireless	-115.84
08/29/2025	Bill Payment	Debit	DropBox, Inc	-214.67
08/29/2025	Bill Payment	Debit	Constant Contact	-406.08
08/31/2025	Bill Payment	2026	Rio Rancho Storage	-480.00
08/31/2025	Bill Payment	Debit	Microsoft	-161.15
Total				-8,338.77

Deposits and other credits cleared (3)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/14/2025	Deposit		NM Dept. of Transportation	12,120.13
08/18/2025	Deposit		Carlsbad Municipal Transit Sy...	480.00
08/25/2025	Deposit		City of Farmington - Red Appl...	1,200.00
Total				13,800.13

Additional Information

Uncleared checks and payments as of 08/31/2025

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
08/21/2025	Bill Payment	2025	Hinkle and Landers	-376.69
08/31/2025	Bill Payment	2024	Sunny505	-1,455.52
Total				-6,625.83

Uncleared deposits and other credits after 08/31/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/02/2025	Deposit			960.00
Total				960.00

NM Transit Association

Balance Sheet

As of August 31, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Bank Of America - checking	30,187.89
1010 Bank of America - Savings	48,155.69
Total Bank Accounts	\$78,343.58
Accounts Receivable	
1100 DOT Receivable	32,765.92
1110 NMTA Receivables	200.00
Total Accounts Receivable	\$32,965.92
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	\$112,627.46
TOTAL ASSETS	\$112,627.46
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 AP	-55,942.08
Total Accounts Payable	\$-55,942.08
Other Current Liabilities	
2400 Payroll Liabilities	948.61
Deferred Revenue	0.00
Total Other Current Liabilities	\$948.61
Total Current Liabilities	\$-54,993.47
Total Liabilities	\$-54,993.47
Equity	
3000 Net Assets	9,581.32
3020 Temp Restricted Net Assets	0.00
3200 Unrestricted Net Assets	146,049.86
Net Income	11,989.75
Total Equity	\$167,620.93
TOTAL LIABILITIES AND EQUITY	\$112,627.46



2001 Futurity Drive
Sunland Park, NM 88063

RE: Statement of Interest: David Armijo, Executive Director

I am writing to express my interest in serving on the New Mexico Transit Association (NMTA) Board of Directors to fill the remainder of the term previously held by Tony, which runs through April 2026, representing the open director position representing NM Transit Districts.

As Executive Director of the South Central Regional Transit District, I have had the privilege of collaborating with local, state, and federal partners to expand and enhance transit services throughout southern New Mexico. Over the past several years, SCRTD has grown its ridership, secured millions in state and federal funding, launched new regional and microtransit services, and developed new zero-emission infrastructure and vehicle programs that will serve our communities for years to come.

I currently serve on the NMTA Legislative Committee, where I work to advance policy and funding priorities that support transit providers throughout the state. I value NMTA's role as a convener and advocate, bringing together agencies and professionals to improve mobility, share knowledge, and build capacity across New Mexico.

The NMTA Board plays a vital role in shaping the future of public transportation in our state. If selected, I will bring a spirit of collaboration, a focus on innovation, and a commitment to equity and sustainability. I believe my experience, particularly in rural and regional transit development, will bring a valuable perspective to the Board's work.

It would be an honor to continue supporting NMTA's mission and contribute to its leadership during this critical time for transit in New Mexico.

Thank you for your consideration.

Sincerely,

David Armijo

David Armijo
Executive Director
South Central Regional Transit District

2026 NIMTA/SWTA Negotiated Revenue/Expenses

Expenses:

\$75,000 from NMDOT (Amount to be reimbursed by NMDOT under the Conference/Roaddeo and Training line items

Negotiated Expenses paid by NIMTA

Total = up to \$75,000

Expense	Our Share of Projected Cost
ABQ Convention Center	16,640.30
Contract Labor: (Expo Decoration, Convention Services, Security, etc)	32,159.54
A/V	26,200.16
Total maximum expenses:	\$75,000.00

SWTA will invoice NIMTA for \$75,000 after the conference.

Negotiated Revenue paid by SWTA to NIMTA

ALL New Mexico Attendee Registrations (*If more registrations are received by NM agencies, this number will increase.*) \$400 67.5 registrations \$27,000

Exhibitors (Percentage of Exhibitors that attend both SWTA and NIMTA) \$11,000.00

Exhibitor Add'l Registrations \$3,000.00

Sponsorships (Percentage of Exhibitors that attend both SWTA and NIMTA) \$11,000.00

Estimated Net Revenue: \$52,000

Our average Net Revenue has been \$47,000 for 2024 and 2025