

**New Mexico Transit Association
Board Meeting
March 19, 2020
Conference Call**

Board Members: Joe Hardin (President), Elizabeth Carter (Vice President), Keith Wilson (Treasurer), Ed Powers (Secretary), David Harris (ex-officio), Mike Bartholomew, Mary Collins, Stan Cooper, Gary Guinn, Anthony Mortillaro

Present: _____

By Phone: _____

Absent: _____

Standing Items:

1. Call to Order
2. Roll Call
3. Approval of the Agenda
4. Approve Meeting minutes for January 16, 2020

Presentations:

Action Items:

1. Director At Large Election – term expires April 2021
2. Update on the 2020 NM Transit Road-eo, Conference and Expo - Approval of Postponing the 2020 NM Transit Road-eo, Conference and Expo
3. NMTA Board Elections

Subcommittee Updates:

- Conference, Road-eo and Training
(Liz Carter, Mary Collins and Joe Hardin)
- Legislative and Communications
(Stan Cooper, Tony Mortillaro, Dorothy Claw, Keith Wilson)
- Membership and Sponsors
(Gary Guinn, Mike Bartholomew)

Discussion Items:

1. Discussion and update of draft of Bylaws adding the following Board Seats to represent: Tribal Transit, Senior Affairs, Non-Emergency Medical Transportation
2. National Transportation in Indian Country Conference (NTICC) – Hyatt Tamaya Resort August 31 to Sept. 3, 2020 – Road-eo assistance
3. Treasurer’s Report

Board Member Announcements:

Next Meeting Date/Time/Location:

Thursday, June 18, 2020 at 12:00 p.m. (lunch at 11:30 a.m.)

Hosting Agency:

North Central Regional Transit District

1327 N. Riverside Dr.

Espanola, NM 87532

**New Mexico Transit Association
Board Meeting Minutes
January 16, 2020
Santa Fe Trails
2931 Rufina Street
Santa Fe, NM 87507**

STANDING ITEMS:

1. Call to Order

Joe Hardin

The meeting was called to order at 12:02 p.m.

2. Roll Call

Melissa Drake

Present in person: Joe Hardin, President; Ed Powers, Secretary; Keith Wilson; Stan Cooper (meeting in progress). Also present were Melissa Drake and Kevin Olinger, NMDOT.

Present by phone: Stan Cooper (while in route); Mike Bartholomew; Mary Collins; Gary Guinn.

Excused: Elizabeth Carter, Anthony Mortillaro

3. Approval of Agenda

Motion by Keith Wilson, second by Mary Collins

Approved with no abstentions

4. Approval of November 12, 2019 meeting minutes

Motion by Ed Powers, second by Keith Wilson

Approved with no abstentions

PRESENTATIONS: None

ACTION ITEMS:

1. Approval of NMTA Board Attendance Policy

Upon review of the February 2016 meeting minutes, a revised version of this policy had been presented by Anthony Mortillaro however moving forward it had been overlooked and never presented for approval. The policy was reviewed and brought to vote for Board approval today.

Motion to approve: Keith Wilson, second by Stan Cooper

Approved with no abstentions

2. NMTA 5310 Seat

Dorothy Claw is no longer employed with the Santa Ana Pueblo Transit System, which opens both the 5310 seat and the Treasurer's position on the Board. Kevin Olinger thought he might have a couple resources to reach out to and Melissa Drake has made repeated attempts to reach Claudine Valerio-Salazar with no success. Melissa suggested that Joe move from the Director at Large seat to the 5310 seat for the remainder of the term expiring in 2022 and the Director At Large seat be opened for nominations.

Motion to move Joe Hardin to 5310 seat and solicit nominations for At Large seat by February meeting made by Keith Wilson, second by Gary Guinn
Approved with no abstentions

3. NMTA Treasurer seat on the Executive Board

Melissa Drake explained the monthly operating procedures for this position and Keith Wilson volunteered to complete the term.

Motion to install Keith Wilson as NMTA Treasurer by Mike Bartholomew, second by Ed Powers

Approved with no abstentions

4. 2020 NM Transit Vendor Packet

Melissa Drake reports she and Elizabeth Carter have made the appropriate revisions to the packet and contents were opened for discussion. A typographical error was identified and clarification on a day/date entry will be made. Melissa also presented the option for vendors who normally provide a \$20 gift card for giveaways to include the \$20 fee in the registration packet and she would purchase various cards, thus freeing the vendor from having to purchase them.

Motion to approve 2020 NM Transit Vendor Packet made by Gary Guinn, second by Keith Wilson

Approved with no abstentions

5. NM Transit Conference and Road-EO Registration Packet

The same typographical error was noted in this packet and will be corrected. There are no changes to rates for this year's event. Packet contents were opened for discussion and review.

Motion to approve 2020 NM Transit Conference and Road-EO Registration Packet by Mike Bartholomew, second by Stan Cooper

Approved with no abstentions

6. Approval of Election process for NMTA Board of Directors up for re-election

The following terms expire in 2020:

5307 Seat—Mike Bartholomew, incumbent

Business Member Seat—Gary Guinn, incumbent

RTD Program Seat—Anthony Mortillaro, incumbent

Membership will be notified by e-mail seeking nominations no later than February 3, 2020 with a deadline to receive them of February 28, 2020. Ballots will be distributed to membership on March 13, 2020 with a voting deadline of April 15, 2020. Election results will be announced during NMTA Business Meeting at the conference on Monday, April 20, 2020.

Motion to approve election process made by Ed Powers, second by Keith Wilson

Approved with no abstentions

SUBCOMMITTEE UPDATES

CONFERENCE, ROAD-EO AND TRAINING

Per agreement between Joe Hardin and Gary Guinn, Gary will assume announcer's responsibilities for this year's Road-EO.

Melissa Drake reports that the deposit to hold the venue has been made. The committee is working with the hotel on room inventory, menus, conference needs, etc and the packets will be distributed shortly.

Melissa is also entertaining the idea of using some form of recyclable bags for the attendees, which would come at a significantly reduced cost and be user sustainable in the future.

Concerns about access to the venue were discussed due to the ongoing Highway 550 construction project.

Ed Powers recommended that attendees be directed to access by Highway 528 which has minimal congestion at it's 550 intersection and provides direct entry to the property.

LEGISLATIVE AND COMMUNICATIONS

The Committee met on December 16, 2019 and presents the following summary:

1. NMTA is focusing efforts on seeking a one-time non-recurring allocation of \$600,000 for public transit Via amendment to HB 2 in to the NMDOT 2021 budget. JD Bullington has met with Cabinet Secretary Mike Sandoval who appears responsive to the effort however there has been no action yet. Patty Lindstrom will also voice support if Secretary Sandoval does.
2. NMTA is seeking to have the Yield to Buses legislation reintroduced. JD advised us on 1/13 via email that Senator Bobby Gonzales is waiting to pre-file the bill until there is assurance from the Governor that she will send an executive message and make it germane.
3. The Committee has agreed to endorse legislation by Senator Heinrich, known as the "Low or No Emission Bus Access Act of 2019". The three key components of the bill:
 - a) Clarifies that low or no emission vehicle projects are eligible for grants under the Competitive Grants for Buses and Bus Facilities Program. That eligibility already exists, but the bill makes that clearer to applicants;
 - b) Takes the timelines for solicitation of applications and awarding of grants that are present in the Low-No program and adds those same timelines to the Competitive Grants for Buses and Bus Facilities Program, providing applicants for all project types with clearer and more consistent timelines and funding periods to plan around;
 - c) Increases the funding authorization for the Low-no Program. Over fiscal years 2016 through 2019, an annual average of about \$504M in federal funding has been requested. The program received \$85M in appropriations in FY2019, leaving significant unmet demand. This bill increases the Low-No Program authorization to \$165M per fiscal year for FY 2021 through 2025 to help decrease oversubscription.

As Dorothy Claw is no longer a member of this committee, Stan Cooper has agreed to remain in place. The Board strongly encourages committee participation by any interested members.

Stan Cooper reports that Secretary Sandoval is entertaining funding \$1M in pilot projects. \$1.6M in requests have been submitted. NMDOT will be making final decisions shortly.

MEMBERSHIP AND SPONSORS

Gary Guinn reports that the by-laws are being updated and will be submitted for Board approval at the February meeting.

DISCUSSION ITEMS

1. Transportation Day

Transportation Day at the State Capitol is on February 12, 2020. Several Board members have offered to support Melissa at our table. Any Member Agencies so wishing can submit handouts and/or giveaways to Melissa. Items promoting transit throughout New Mexico are strongly encouraged.

2. Discussion and update of draft of Bylaws, adding Tribal Transit, Senior Affairs and Non-Emergency Medical Transportation seats to the Board

Discussion on this matter has been tabled until the February meeting to coincide with the submission of By-Laws drafts from the Membership and Sponsors Committee

3. 2021 RTAP Conference Host

The Santa Fe Convention and Visitors' Bureau is on board to assist in putting together a proposal to host this conference. NMTA and NMDOT are in support and all agencies statewide will be emailed to solicit support.

4. Treasurer's Report

In the absence of a Treasurer, Melissa Drake presented the financial statements for November and December, 2019. Income and Expenditures were discussed with the Board with reconciled bank balances of \$18,622.98 in checking and \$48,080.64 in savings. There were no comments or questions.

BOARD MEMBER ANNOUNCEMENTS

Mike Bartholomew reports that Las Cruces is working aggressively on their electric bus project, with kick-off meetings scheduled for next week. A Project Manager for their new Operations/Maintenance facility should be appointed by June with construction beginning in 2021 on the west side of town. They are also looking at streamlining their Senior Transportation and Technology programs and working on their FY budget.

Keith Wilson reports that their multi-modal service plan is due tomorrow. The system has not been updated for several years. Santa Fe Trails is also looking at additional transit system models and has 4 new zero-emission buses, 2 of which have already sustained damage in non-preventable accidents.

Joe Hardin reports that Z-Trans' fixed route ridership has been improving. They are working on a travel transit program with Mescalero and are implementing a multi-color fleet.

NEXT BOARD MEETING: February 20, 2020 at Creative Bus Sales, 5760 Pino Ave NE, Albuquerque NM 87109

Adjournment: 1:12 p.m.

Respectfully submitted,

Ed Powers,
Secretary

NMTA Monthly Activity Report

January 2020

Line Item	Credits	Debits	Comments
Income:			
NMTA Deposits:			
NMDOT Reimbursements	15,930.71		NMDOT December Reimbursement
Member Dues Deposits	1,000.00		
Conference/Road-eo deposits:	4,400.00		
Misc. Deposits			
Total Deposits:	21,330.71		
Expenses:			
NMDOT Reimbursable Expenses:			
Administrator - 1		3,107.20	
Employment Taxes - 1		913.59	
Cell Phone - 1		71.65	
Contract Services - 1		134.85	Hinkle + Landers payroll Nov. & Dec.
Dues and Subscriptions - 1		393.83	Adobe Acrobat Subscription & GoDaddy email renewal for 3 years
Occupancy Cost		80.00	
Office Supplies - 1			
Training - 1			
Travel - 1		242.18	Melissa Drake - mileage reimbursement
Road-eo/Conference - 1			
Total NMDOT Reimbursable Expenses:		4,943.30	
NMTA Expenses:			
Administrator - 2		776.81	
Employment Taxes - 2		228.39	
Cell Phone - 2		17.91	
Contract Services - 2		134.84	
Office Supplies - 2			
Travel - 2		60.54	
Road-eo/Conference - 2		384.00	Pens and note pads for conference
NMTA Meetings		159.59	1/16/20 NMTA Board Meeting
APTA Local Transit Coalition Grant			
Legislative Services		2,620.16	J.D. Invoice for December + promo items for Transportation Day
Legislative Advocacy Plan		1,111.11	Sunny505 Invoice for December
Total NMTA Expenses:		5,493.35	

NMTA Monthly Activity Report

February 2020

Line Item	Credits	Debits	Comments
Income:			
NMTA Deposits:			
NMDOT Reimbursements	4,943.30		NMDOT January 2020 Reimbursement
Member Dues Deposits	600.00		
Conference/Road-eo deposits:	900.00		
Misc. Deposits			
Total Deposits:	6,443.30		
Expenses:			
NMDOT Reimbursable Expenses:			
Administrator - 1		2,073.16	
Employment Taxes - 1		488.54	
Cell Phone - 1		71.65	
Contract Services - 1			
Dues and Subscriptions - 1		393.58	Adobe Acrobat Subscription & Citrix Sharefile annual renewal
Occupancy Cost		160.00	Storage rental fee for Feb. & March
Office Supplies - 1		378.06	Ink for HP inkjet printer and checkbook cover
Training - 1		3,720.60	Emergency Preparedness training on 2/5
Travel - 1			
Roadeo/Conference - 1			
Total NMDOT Reimbursable Expenses:		7,285.59	
NMTA Expenses:			
Administrator - 2		518.30	
Employment Taxes - 2		122.14	
Cell Phone - 2		17.91	
Contract Services - 2		1,480.00	
Office Supplies - 2		94.51	
Travel - 2			
Roadeo/Conference - 2		2,047.94	Conference bags and promo bag stuffers Breakfast Sponsor: Braun - \$150.00, Nusenda Café (breakfast) - \$148.37,
NMTA Meetings		70.44	WalMart (drinks/snacks) - \$72.07
APTA Local Transit Coalition Grant			
Legislative Services		1,300.00	J.D. Invoice for October
Legislative Advocacy Plan		1,111.11	Sunny505 Invoice for October
Total NMTA Expenses:		6,762.35	

BUDGET TOTALS	ESTIMATED	YTD ACTUAL	DIFFERENCE
Membership Revenue	17,000.00	11,000.00	(6,000.00)
Conference/Roadeo Revenue	35,000.00	13,325.00	(21,675.00)
NMDOT Revenue	140,250.00	38,676.23	(101,573.77)
APTA Local Transit Coalition Gra	4,169.38	4,169.38	0.00
NMDOT Expenses	(140,250.00)	(45,991.82)	94,258.18
NMTA Expenses	(55,130.00)	(28,597.70)	26,532.30
Balance (Income minus Expenses)	1,039.38	(7,418.91)	(8,458.29)

BUDGET OVERVIEW



Bank Reconciled Balances:

B of A Checking	\$21,416.56
B of A Savings	\$48,082.21
Combined total:	\$69,498.77

INCOME	ESTIMATED	YTD ACTUAL	DIFFERENCE	VARIANCE %
Membership Revenue	17,000.00	11,000.00	(6,000.00)	-35.29%
Conference/Roadeo Revenue	35,000.00	13,325.00	(21,675.00)	-61.93%
NMDOT Revenue	140,250.00	38,676.23	(101,573.77)	-72.42%
APTA Local Transit Coalition Grant	4,169.38	4,169.38	0.00	0.00%
Total	196,419.38	67,170.61	(129,248.77)	-65.80%

NMDOT OPERATING EXPENSES	Annual Budget	YTD ACTUAL	DIFFERENCE	VARIANCE %
Administrator	29,120.00	18,591.22	10,528.78	36.16%
Administrative Prof. Development	0.00		0.00	#DIV/0!
Employment Taxes	8,000.00	5,023.93	2,976.07	37.20%
Internet Subscription Service	0.00		0.00	#DIV/0!
Postage	200.00		200.00	100.00%
Cell Phone	1,000.00	574.43	425.57	42.56%
Audit	3,050.00		3,050.00	100.00%
Advertisement	0.00		0.00	#DIV/0!
Contract Services	3,000.00	782.12	2,217.88	73.93%
Dues and Subscriptions	1,500.00	1,291.92	208.08	13.87%
Equipment	0.00		0.00	#DIV/0!
Insurance	900.00		900.00	100.00%
Occupancy Costs	960.00	720.00	240.00	25.00%
Printing/Copying	2,550.00		2,550.00	100.00%
Office Supplies	720.00	654.29	65.71	9.13%
Office Furniture	0.00		0.00	#DIV/0!
Travel	4,300.00	879.54	3,420.46	79.55%
Trainings	36,000.00	8,217.76	27,782.24	77.17%
Roadeo and Conference	48,950.00	9,256.61	39,693.39	81.09%
Total Operating	140,250.00	45,991.82	94,258.18	67.21%

NMTA OPERATING EXPENSES	Annual Budget	YTD ACTUAL	DIFFERENCE	VARIANCE %
Administrator - 2	7,280.00	4,647.83	2,632.17	36.16%
Employment Taxes - 2	2,000.00	1,256.01	743.99	37.20%
Postage - 2	50.00		50.00	100.00%
Cell Phone - 2	250.00	143.62	106.38	42.55%
Audit - 2	3,050.00		3,050.00	100.00%
Contract Services - 2	3,000.00	2,262.08	737.92	24.60%
Insurance - 2	900.00		900.00	100.00%
Office Supplies - 2	180.00	163.57	16.43	9.13%
Travel - 2	1,075.00	219.88	855.12	79.55%
NMTA Meetings/Retreat	1,800.00	385.95	1,414.05	78.56%
Roadeo & Conference	3,500.00	2,431.94	1,068.06	30.52%
National Roadeo Winners Sponsorst	7,045.00		7,045.00	100.00%
Legislative Services	15,000.00	10,420.16	4,579.84	30.53%
Legislative Advocacy	10,000.00	6,666.66	3,333.34	33.33%
APTA Local Transit Coalition Grant	0.00	0.00	0.00	0.00%
Total Operating	55,130.00	28,597.70	26,532.30	48.13%