

**New Mexico Transit Association  
Board Meeting Minutes  
July 21, 2016  
North Central RTD  
1327 N Riverside Dr.  
Española, NM**

**Standing Items:**

**1. Call to Order**

Meeting was called to order at 12:02 p.m. by Tony Mortillaro

**2. Roll Call:**

Melissa conducted a roll call. Those present, present by phone, absent are listed below:

- Present: Anthony Mortillaro (president), Stan Cooper, David Falance, Philo Shelton (treasurer), Mike Shultz, Joe Hardin (vice-president)
- Present by telephone: Mike Bartholomew (secretary), Delilah Garcia (NMDOT), Mary Collins, Fred Ullom
- Absent: Bruce Rizzieri, Dave Harris (represented by Delilah Garcia)
- Others present: Melissa Drake, Gary Guinn (Creative Bus Sales), Andrew Montoya (Farmington, by phone)

**3. Approval of Agenda**

Joe Hardin moved to approve the agenda; Mike Shultz seconded; passed.

**4. Approval of Minutes**

Stan Cooper noted a couple of typos in the minutes to correct. Motion to approve the minutes of June 16, 2016, as amended; seconded by Joe Hardin; passed.

**Presentation**

J. D. Bullington (JDB) was not able to join the meeting today, but his June 1 – July 15 report was included in the packet. Stan Cooper asked if there were anything new from JDB since the June meeting. Tony Mortillaro stated that was not anything new to report. There were no further questions.

**Action Items:**

**1. Review and Sign the NMTA Policies of Ethical Conduct for FY17:**

This item did not require voting action. Melissa reminded board members to complete the ethics form and return it to her.

**Discussion Items:**

**1. FY 2017 Training Topics for Quarterly Sessions and Conference Breakout Training:**

Melissa handed out a matrix showing proposed quarterly training for FY 2017 in October, January, and May:

- October 4 and 5, 2016, location TBD but in the Santa Fe/Albuquerque area, Advanced Mobility Device Securement Skills to be presented as an NTI workshop. Melissa said

scooter chairs would need to be borrowed for this. Because this is sponsored by NTI, there is no cost for this.

- January 27, 2017, location TBD; Service Excellence for Clerical staff: Supervisors and Dispatchers to be presented by Bob Davis-Mayo. Melissa noted this is expensive, but he is an excellent trainer.
- May (date and location TBD) ADA bus maintenance to be presented by Halsey King.

Melissa also commented on CDL training. She received information from Delilah Garcia (NMDOT), who spoke to an individual (Eric Garcia, NMDOT LAP) who could help with this but he wouldn't be available until November at the earliest. Also the maximum class size is 12-15 people. Since CDL oversight is from NMDOT, NMDOT will need to sponsor the training. Delilah added that Eric couldn't do this more than once. Tony suggested putting CDL training on the list of possibilities and further coordinate with NMDOT.

## **2. Member Dues Structure Update**

Joe Hardin passed out information to those present about the proposal the subcommittee developed. [Those attending by phone did not have this to refer to]. The proposal as discussed by Philo Shelton, was to keep annual dues at \$200 for 5310 members, increase from \$200 to \$400 for regular members, and increase from \$300 to \$500 for business and professional members. It was noted that 5310 agencies could only use their federal funds for capital projects and that a dues increase would adversely affect their ability to be members. There are 23 5310 agencies supported by NMDOT. Philo states that this increase would cover half the difference of what was needed to make up for the loss at the 2016 conferences.

Joe Hardin said tiered rates, based on the size of an agencies fleet or operating budget, was looked at, but the recommendation was to keep it simple. Mike Shultz felt that tiered rates should be looked at.

There was further discussion of getting more 5310s involved in training and joining forces with agencies like Adelante to do that training. Delilah Garcia reminded the board that since NMDOT provided funds to do training for 5310 and 5311 agencies, NMTA cannot charge for the training even if the agency is not a member of NMTA. However, non-profits not getting funding from NMDOT could be charged a fee to take the training. Tony also asked if other state associations that provide RTAP training also have similar issues with 5310s. Mike Shultz and Joe Hardin will further refine their proposal for the next meeting. Philo also proposed bringing an amendment for the bylaws to the next meeting to create the 5310 category. Delilah suggested looking at the Arkansas association that puts 5310 agencies in the same category as non-profits. Mike Bartholomew also suggested looking into introductory memberships to get more agencies to try NMTA.

Tony Mortillaro noted that if a different dues structure is created for 5310s, the NMTA would need to amend its bylaws to create this new category. It is proposed that the new dues structure go into effect in January 2017.

### **3. Treasurer's Report**

Philo Shelton presented a budget report to the end of June 2016. He noted that there is \$8,000 that will have to come from NMTA savings to cover 2016 expenses. [Due to a poor phone connection, I could not hear much of the discussion – MJB]

#### **Update Items:**

##### **1. Update on Tony and Philo's meeting with NMDOT regarding funding for the FY2018 budget and beyond**

Tony gave an overview of his meeting with NMDOT regarding their request to have NMTA share some operating expenses at an 80/20 ratio and increase funding dedicated for training for NMDOT agencies. Tony relayed it was a good in depth discussion that provided a better understanding of NMDOT's match requirements and its desire to see a greater investment in training. NMTA gets \$108,000 in RTAP funds from NMDOT, the rest of the RTAP funds are used by NMDOT for staff training and for scholarships for agencies to attend training. NMDOT full uses the RTAP funds that are not given to NMTA.

Other items from this discussion that came up was that previously NMDOT would not pay to send state roadeo winners to national competitions. However, it was noted that the APTA roadeo was actually part of a larger transit conference and that the roadeo registration fee included all meetings and training sessions at the conference. Delilah said that in FY17, in these kinds of situations, some of the national roadeo expenses could be reimbursable. Also it was suggested that NMTA could have a managerial topics mini-conference where NMTA could charge for attendance and get additional conference revenue. Tony asked the board to email Melissa some ideas for this that could be discussed at the next board meeting.

##### **2. FY 2017 Transit Conference and Expo**

Melissa signed a contract with Tamaya Resort for the 2017 Conference and Expo. She is still looking at locations nearby for the bus roadeo such as the Santa Ana Star Casino, Rio Rancho High School, Cleveland High School and Intel.

##### **3. National RTAP conference Fall 2017 – Bruce Rizzieri not present to give an update.**

Tony Mortillaro did say that we did miss the deadline to submit interest in hosting the National RTAP Conference for Fall 2017.

##### **4. NMDVS Veterans Transportation Summit on August 2, 2016.**

Melissa will send out details to members. The purpose of this conference is to get transportation providers to network regarding veteran's transportation issues. No time or space (table) will be available to discuss individual public transit agencies.

#### **Board Member Announcements:**

Mary Collins thanked the board members for the opportunity to serve on the board.

The meeting was adjourned at 2:15 p.m.

The next meeting is at AARP New Mexico, 535 Cerrillos Road Suite A, Santa Fe NM, on August 18, 2016 at 12 noon; lunch will be ready at 11:30 p.m.

Farmington NM will host in November.

Respectfully submitted,

Mike Bartholomew.