

**New Mexico Transit Association  
Board Meeting  
February 14, 2019  
12:00 p.m.  
Santa Fe Trails – City of Santa Fe  
2931 Rufina St.  
Santa Fe, NM 87507**

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

Present: \_\_\_\_\_

By Phone: \_\_\_\_\_

Absent: \_\_\_\_\_

**Standing Items:**

1. Call to Order
2. Roll Call
3. Approval of the Agenda
4. Approve Meeting minutes for January 17, 2019

**Presentations:**

1. J.D. Bullington
2. Griffin & Associates Update – Gabe Gallegos

**Action Items:**

1. Approval of conference bags and merchandise to be purchased

**Subcommittee Updates:**

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

**Discussion Items:**

1. Update on NMTA Board Election nominations
2. Treasurer's Report

**Board Member Announcements:**

**Next Meeting Date/Time/Location:** Monday, April 1, 2019

Hilton Santa Fe at Buffalo Thunder

20 Buffalo Thunder Trail

Santa Fe, NM 87506

**New Mexico Transit Association  
Board Minutes  
Santa Fe Trails-City of Santa Fe  
2931 Rufina Street, Santa Fe, NM 87507  
January 17, 2019**

**Standing Items:**

**1. Call to Order**

Meeting called to order at 12:01 p.m. by Philo Shelton

**2. Roll Call**

Melissa Drake conducted a roll call. Those present or present by phone are listed below:

- Present: Board members, Philo Shelton (president), Anthony Mortillaro, Keith Wilson, Liz Carter (treasurer), Stan Cooper. Also present: Melissa Drake (NMTA) and Kevin Olinger, NM Department of Transportation Transit and Rail Division.
- Present by phone: Gary Guinn
- Absent: Mike Bartholomew, Joe Hardin and Mary Collins

**3. Approval of Agenda**

Keith Wilson move to approve, Anthony Mortillaro seconded. Motion passed.

**4. Approval of minutes of November 5 NMTA Board meeting**

Liz Carter moved, Keith Wilson seconded. Motion passed.

**Presentations:**

Since J.D. Bullington was unable to attend the meeting or call in, Anthony Mortillaro, chair of the Legislative and Communications Subcommittee, gave the Board an update on NMTA's efforts to get a reliable, recurring funding source for public transportation. Anthony said J.D. Bullington is working with a legislative bill drafter on a bill that would add \$5 to \$6 million a year for public transportation and specifically for operation and capital outlay expenses. The money would be derived from surcharges on motor vehicle registration fees. Anthony said NMTA has been working on this issue for nine years. Anthony said the subcommittee testified before legislative interim committee meetings before the Legislature opened on January 15, 2019. Anthony also said NMTA is looking at other possible funding sources including the gasoline tax and the weight and distance tax. Anthony also reported that Griffin and Associates has developed several promotional materials and placed advertisements in both print and broadcast mediums.

Philo Shelton said House Bill 76 (yield to bus) has been reintroduced. The legislation sought by NMTA passed the 2017 Legislature but was pocket vetoed by former Governor Martinez.

**Action Items:**

**1. Approval of Budget Line Item: APTA Local Transit Coalition Grant**

Liz Carter outlined the need to add the \$10,000 APTA grant as a budget line item.

Keith Wilson moved, Anthony Mortillaro seconded. Motion passed.

**2. Approve NMTA Document and Destruction List**

New procedures on how long to keep certain documents was discussed. Melissa said she will soon be cleaning out files to follow the procedures.

Anthony Mortillaro moved, Keith Wilson seconded a motion to approve the Document and Destruction List. Motion passed.

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

Three positions are up for election this year. They are: Mary Collins, at-large; Section 5310 (Enhanced Mobility for Seniors and People with Disabilities) currently vacant; and Philo Shelton representing 5311 programs (Rural Transit Providers). Melissa reported that an email will go out in early February to members seeking nominations which are due Feb. 15, 2019. Ballots will be emailed to the membership by February 28, 2019 and election results will be announced at the NMTA Annual Conference's Business meeting on April 1, 2019.

Keith Wilson moved, Liz Carter seconded approval of the election process. Motion passed.

**4. Approve 2019 NM Transit Road-ee Conference and Expo Registration packet**

The Road-ee will be held March 31, 2019 at Buffalo Thunder Resort, north of Santa Fe. The conference will be held April 1 and 2. The government lodging rate will be \$112 a night.

Creative Bus Sales will be providing buses to be used during the Paratransit Road-ee again this year. Agencies operating large buses (Santa Fe Trails, ABQ Ride, All Aboard America, RoadRunner Transit, etc.) will be contacted to see if they are able to provide two buses to be used for the Large Bus Road-ee.

Revision suggestions were made and are as follows:

- Conference Registration Form: Add "Day Option" to specify which day is being attended, if only attending one day.
- Road-ee Registration Form: Add Road-ee Schedule to better inform participants, volunteer/judges.

Anthony Mortillaro moved with a few changes, seconded by Keith Wilson. Motion passed.

**5. Approve 2019 NM Transit Exhibitor Expo Registration packet**

There will be a \$500 sponsorship for the Awards Dinner and fees for vendors vary.

Stan Cooper moved, Liz Carter seconded. Motion approved.

## **6. Approve 2019 NM Transit Draft Agenda**

Liz Carter stated the agenda is a draft and has not yet been approved by NMDOT.

Melissa and NMDOT staff have been collaborating on the agenda. Melissa said the draft represents input from NMTA members.

Keith Wilson moved, Anthony Mortillaro seconded to approve the draft agenda with a final agenda being set after all speakers are confirmed and NMDOT has given its approval. Motion made by Keith Wilson to accept with opportunity to have changes. Anthony seconded the motion. Motion approved.

### **Subcommittee Updates:**

#### **Conference, Road-eto and Training**

Liz Carter said Gary Guinn and Joe Hardin will set up the Road-eto course and that training for volunteer judges would be offered. She said an ADA training will take place on January 22<sup>nd</sup> and 23<sup>rd</sup> in Albuquerque. A bus collision investigation class will be offered in Albuquerque June 27<sup>th</sup> and 28<sup>th</sup>.

#### **Legislative Communications**

This report was covered under Presentations. Melissa noted that March 7 will be Transportation Day at the State Capitol. NMTA will have a booth. Philo suggested talking with Griffin and Associates about appropriate handouts at Transportation Day.

#### **Membership and Sponsors**

Gary Guinn said his subcommittee is looking at ways to increase the membership and increase participation from Section 5310 transit operators. And he said they are looking at ways to increase the number of vendors at the annual conference. Anthony asked how many possible new members was being considered. Gary estimated 60 new members, possibly 40 for senior care facilities and 20 elsewhere including 5310s. Gary reported the subcommittee will have a plan to be considered by the Board at its February meeting.

#### **Discussion Items**

#### **Treasurer's Report**

Treasurer Liz Carter reviewed expenditures for the months of October, November and December of 2018 and the year-to-date budget.

#### **Board Member Announcements**

Stan Cooper reported that he served on Governor Lujan Grisham's Transportation Transition Team. He said that much of the discussion centered on the operations and practices of the New Mexico Department of Transportation. Stan said the final report given to the Governor included language that the state of New Mexico needs to increase its efforts by funding public transportation which currently is mostly federal and local governmental dollars.

Keith Wilson reported that the City of Santa Fe and its transit union have agreed to an incentive pay hike for transit operators. The city has been losing operators because operators can get better hourly pay elsewhere. The incentives will be seen in paychecks in January, April and July of 2019.

Philo Shelton announced that beginning New Year's Eve and for about a week after that, Los Alamos received between 24 and 30 inches of snow. Los Alamos has a program to give people rides home on New Year's Eve. Transit operators stepped up and gave 30 people rides home. Transit personnel are continuing working to dig out snow around locations in Los Alamos.

The meeting adjourned about 1:45 p.m.

**Next Meeting Date/Time/Location:** Thursday, February 14, 2019

Santa Fe Trails-City of Santa Fe

2931 Rufina Street

Santa Fe, New Mexico

**Promo ideas to be used at Transportation Day on March 7th and 2019 NM Transit Conference**

**Conference Bags:**

***For Conference Only***



- This portfolio features a zippered main compartment, front pocket sized to fit up to a 10" tablet with a case, water bottle pocket (water bottle not included), ID window on back, loops for pen and stylus, shoulder strap and top grab handles.

**Size:** 16 1/2" l x 11 3/4"h x 3 1/2" w

\$6.64 per bag x 150 =	\$996.00
Setup charge =	\$69.00
Subtotal =	<u>\$1,065.00</u>



- A distinctive bag made from durable 600-denier polyester.
- Adjustable shoulder strap and grab handles provide easy, comfortable carrying.
- Mesh pockets hold water bottles and accessories.
- Front slash pocket and ID window on back keep essentials readily available.

**Size:** 16"W x 12"H x 3 1/2"D

\$7.91 per bag x 150 =	\$1,186.50
Setup Charge =	\$69.00
Subtotal =	<u>\$1,255.50</u>



Made Of Combo: 80 Gram Non-Woven, Coated Water-Resistant Polypropylene And 600D Polyester. Adjustable Shoulder Strap And Web Carrying Handles. Zippered Main Compartment. Built-In Slot For Earbuds. Front Pocket With Organizing Compartments. Spot Clean/Air Dry. Complies with Prop 65. 15" W x 12 1/2" H x 3 1/2" D

\$7.59 per bag x 150 =	\$1,138.50
Setup charge pending (may be included in cost per bag)	
Subtotal	\$1,138.50

**Promo Items**

**Transportation Day (350) and Conference Bags (150) = 500 Total needed**



LED flashlight, Tire tread measuring gauge, Slide-out scraper, Split ring swivel key chain. Complies with Prop 65. 2.75" L x 0.5" W x 2.0"

\$1.60 each x 500 =

\$800.00

Setup charge pending (may be included in cost)



This mini pressure gauge is made of ABS plastic and solid metal tubing. Features with a handy keychain with split ring attachment to make it easily take along when you need it. Able to measure up to 50 PSI. 3 3/8" L x 3/8" W

\$1.04 (minimum of 800 to be ordered) =

\$832.00

Setup charge pending (may be included in cost)

**Plug your device in for superior charging!**



- Features 4 high speed USB ports.
- Allows you to charge more than one device at a time.
- Convenient and slim design perfect for travel.

\$1.82 each x 500 =

\$910.00

Setup charge

\$46.00

Subtotal =

\$956.00

NMTA Monthly Activity Report

January 2019

Line Item	Credits	Debits	Comments
<b>Income:</b>			
<b>NMTA Deposits:</b>			
NMDOT Reimbursements	8,006.42		October and November Reimbursements
Member Dues Deposits	800.00		Zuni Pueblo and Meadow City Express
Conference/Road-eo deposits:	888.09		Nov. Conf. - Creative Bus 550.00; Oct. training GerFlor 138.09; Jan. training -
Misc. Deposits			
<b>Total Deposits:</b>	<u>9,694.51</u>		
<b>Expenses:</b>			
<b>NMDOT Reimbursable Expenses:</b>			
Aministrator - 1		2,995.14	
Employment Taxes - 1		866.32	
Cell Phone - 1		71.32	
Contract Services - 1		134.85	
Dues and Subscriptions - 1		15.76	
Occupancy		80.00	
Travel - 1		512.06	Hotel reservations for Melissa Drake & Halsey King at conference
Training		15,832.00	Oct. training - Bus Operator Train the Trainer; Jan. training: Overview Transit and the ADA Workshop
Roadeo & Conference - 1		32,357.05	Buffalo Thunder \$500 initial deposit; \$31,857.05 prepay for conf.
<b>Total NMDOT Reimbursable Expenses:</b>		<u>52,864.50</u>	
<b>NMTA Expenses:</b>			
Administrator - 2		748.80	
Employment Taxes - 2		216.60	
Cell Phone - 2		17.83	
Contract Services - 2		134.84	Hinkle + Landers payroll services fee
Travel - 2		128.02	
Roadeo & Conference - 2		8,770.97	Conf. prepay in excess to current roadeo/conf. line item budget
APTA Local Transit Coalition Grant			Payable to Griffin & Assoc.: Design of Legislative Guide and Legislative Guide
		1,000.00	Ad Cost
Legislative Services		1,166.66	J.D. Bullington
Legislative Advocacy Plan		1,189.86	Griffin & Associates
<b>Total NMTA Expenses:</b>		<u>13,373.58</u>	



BUDGET TOTALS	ESTIMATED	YTD ACTUAL	DIFFERENCE
Membership Revenue	17,000.00	15,400.00	1,600.00
Conference/Rodeo Revenue	35,000.00	10,338.09	24,661.91
NMDOT Revenue	126,780.00	21,030.85	105,749.15
APTA Local Transit Coalition Gra	10,000.00	5,000.00	5,000.00
NMDOT Expenses	(126,780.00)	(81,681.88)	(45,098.12)
NMTA Expenses	(62,000.00)	(33,609.27)	(28,390.73)
Balance (Income minus Expenses)	0.00	(63,522.21)	(63,522.21)

BUDGET OVERVIEW



Bank Reconciled Balances:

B of A Checking	\$10,768.14
B of A Savings	\$48,069.07
Combined total:	\$58,837.21

INCOME	ESTIMATED	YTD ACTUAL	DIFFERENCE	VARIANCE %
Membership Revenue	17,000.00	15,400.00	1,600.00	9.41%
Conference/Rodeo Revenue	35,000.00	10,338.09	24,661.91	70.46%
NMDOT Revenue	126,780.00	21,030.85	105,749.15	83.41%
APTA Local Transit Coalition Grant	10,000.00	5,000.00	5,000.00	50.00%
Total	188,780.00	51,768.94	137,011.06	72.58%

NMDOT OPERATING EXPENSES	Annual Budget	YTD ACTUAL	DIFFERENCE	VARIANCE %
Administrator	29,120.00	15,918.91	13,201.09	45.33%
Administrative Prof. Development	0.00	0.00	0.00	#DIV/0!
Employment Taxes	8,000.00	4,371.94	3,628.06	45.35%
Internet Subscription Service	0.00	0.00	0.00	#DIV/0!
Postage	200.00	200.00	200.00	100.00%
Cell Phone	1,000.00	498.58	501.42	50.14%
Audit	3,000.00	3,000.00	0.00	0.00%
Advertisement	0.00	0.00	0.00	#DIV/0!
Contract Services	1,500.00	673.81	826.19	55.08%
Dues and Subscriptions	1,500.00	986.82	513.18	34.21%
Equipment	500.00	500.00	500.00	100.00%
Insurance	900.00	193.70	706.30	78.48%
Occupancy Costs	960.00	560.00	400.00	41.67%
Printing/Copying	1,000.00	1,000.00	1,000.00	100.00%
Office Supplies	720.00	32.78	687.22	95.45%
Office Furniture	0.00	0.00	0.00	#DIV/0!
Travel	4,300.00	1,533.34	2,766.66	64.34%
Trainings	36,000.00	15,832.00	20,168.00	56.02%
Rodeo and Conference	38,080.00	38,080.00	0.00	0.00%
<b>Total Operating</b>	<b>126,780.00</b>	<b>81,681.88</b>	<b>45,098.12</b>	<b>35.57%</b>

NMTA OPERATING EXPENSES	Annual Budget	YTD ACTUAL	DIFFERENCE	VARIANCE %
Administrator - 2	7,280.00	3,481.40	3,798.60	52.18%
Employment Taxes - 2	2,000.00	858.29	1,141.71	57.09%
Postage - 2	50.00	50.00	50.00	100.00%
Cell Phone - 2	250.00	106.85	143.15	57.26%
Audit - 2	3,000.00	3,008.64	-8.64	-0.29%
Contract Services - 2	1,500.00	525.47	974.53	64.97%
Insurance - 2	900.00	900.00	900.00	100.00%
Office Supplies - 2	180.00	180.00	180.00	100.00%
Travel - 2	1,075.00	188.82	886.18	82.44%
NMTA Meetings/Retreat	1,800.00	495.35	1,304.65	72.48%
Rodeo & Conference	1,920.00	8,642.95	-6,722.95	-350.15%
National Rodeo Winners Sponsorst	7,045.00	2,623.64	4,421.36	62.76%
Legislative Services	15,000.00	4,666.64	10,333.36	68.89%
Legislative Advocacy	10,000.00	7,784.30	2,215.70	22.16%
APTA Local Transit Coalition Grant	10,000.00	1,098.90	8,901.10	89.01%
<b>Total Operating</b>	<b>62,000.00</b>	<b>33,481.25</b>	<b>28,518.75</b>	<b>46.00%</b>