



**Regular Meeting of the Board of Directors of the
El Paso Area Transportation Services, Local Government Corporation doing business as the El
Paso Transportation Authority
Wednesday, January 28, 2026 - 01:30 P.M.
Enrique Moreno County Courthouse
500 East San Antonio Avenue, Lower Level 106, El Paso, Texas, 79901**

MINUTES PREPARED BY ANA Q. SANCHEZ, ADMINISTRATIVE SPECIALIST SENIOR

1. Open Meeting

The El Paso Area Transportation Services Local Government Corporation meeting was called to order at 1: 31p.m. Members in attendance were:

VOTING MEMBERS

Chair- Commissioner Jackie Butler	El Paso County	Present
David Ruiz for Arturo Rubio (Vice Chair)	Horizon City	Present
Joel Bishop	El Paso County	Present
David Stout	El Paso County	Present
Andrea Carrillo	Village of Vinton	Present
Eddie Conde	City of San Elizario	Present
Arnulfo “Arnie” Castaneda - Virtual	Town of Anthony	Present
Daniel Vallejo – Virtual	Town of Clint	Present

EX-OFFICIO MEMBERS

Xavier Banales	WTEP	Present
Alejandra Valadez - Virtual	City of Socorro	Present
Harrison Plourde	El Paso MPO	Present
Karl Rimkus	Sun Metro	Present

1. OPEN MEETING

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENT

No members of the public provided comment.

5. CONSENT AGENDA

5.a. Approve the December 2, 2025, ETA regular minutes. (Presented by Annette Gutierrez, Rio Grande Council of Governments Executive Director and Ana Q. Sanchez, Administrative Specialist, Senior)

5.b. Approve the December 10, 2025, ETA special minutes. (Presented by Annette Gutierrez, Rio Grande Council of Governments Executive Director and Ana Q. Sanchez, Administrative Specialist, Senior)

5.c. Approve the Rio Grande Council of Governments to process the expenses incurred in December 2025 for administrative services. (Presented by Annette Guterrez, Rio Grande Council of Governments Executive Director)

5.d. Authorize the Executive Director to execute an Amendment #2 to the Agreement with Transdev Services, Inc for Transit Operations and Maintenance regarding the addition of automated vehicle announcements and recommend approval to El Paso County Commissioners' Court subject to pending to legal review and approval, with the Executive Director authorized to execute the Agreement once finalized. (Presented by John Andoh, Executive Director)

5.e. Authorize the Executive Director to negotiate and execute an on-call retainer agreement with Law Office of Diana Macias Valdez, PLLC for legal services when Kemp Smith is unavailable to represent El Paso Transportation Authority due to a conflict, pending to legal review and approval, with the Executive Director authorized to execute the Agreement once finalized. (Presented by John Andoh, Executive Director)

5.f. Adopt a Drug and Alcohol Policy for El Paso Transportation Authority (Presented by John Andoh, Executive Director)

5.g. Adopt a Drug Free Workplace Act Policy for El Paso Transportation Authority (Presented by John Andoh, Executive Director)

5.h. Adopt an Equal Employment Opportunity Policy for El Paso Transportation Authority (Presented by John Andoh, Executive Director)

5.i. Authorize the Executive Director to negotiate and execute a Memorandum of Understanding among the El Paso Metropolitan Planning Organization, Texas Department of Transportation, Mass Transit Department of the City of El Paso, El Paso Area Transportation Services, LGC and the City of Socorro, pending legal review and approval as to form by legal counsel, with the Executive Director authorized to execute the MOU once finalized. (Presented by John Andoh, Executive Director).

5.j. Adopt a Policy Regarding Strollers, Storage Carts and Shopping Bags. (Presented by John Andoh, Executive Director)

5.k. Adopt a Credit Card Policy for El Paso Transportation Authority. (Presented by John Andoh, Executive Director)

MOTION: to approve Consent Agenda items 5a through 5e and 5.h. through 5.k.

Motion by: Commissioner Jackie Butler

Seconded by: Joel BIs hop

Members Voting Aye: Commissioner Jackie Butler, Joel Bishop, Andrea Carrillo, David Vallejo, David Stout, David Ruiz, Eddie Conde.

Request to pull items 5.f. and 5.g. for further discussion.

Discussion of item 5.f. - Adopt a Drug and Alcohol Policy for El Paso Transportation Authority
(Presented by John Andoh, Executive Director)

Item 5F, the Drug & Alcohol Policy, was presented to ensure compliance with FTA regulations, noting that ETA does not have safety-sensitive positions and that the contractor, Transdev, is responsible for drug and alcohol testing.

MOTION: to approve item 5f.

Motion by: Commissioner David Sout Seconded by: Eddie Conde

Members Voting Aye: Commissioner Jackie Butler, Joel Bishop, Andrea Carrillo, David Vallejo, David Stout, David Ruiz, Eddie Conde.

Discussion of item 5.g. - The Drug-Free Workplace Policy was proposed to comply with the Drug-Free Workplace Act of 1988 and mirrors the existing El Paso County policy. After discussion, both policies were adopted unanimously.

MOTION: to approve 5.g.

Motion by: Commissioner David Sout Seconded by: Eddie Conde

Members Voting Aye: Commissioner Jackie Butler, Joel Bishop, Andrea Carrillo, David Vallejo, David Stout, David Ruiz, Eddie Conde.

6. REGULAR AGENDA

6.a. Appoint the Chair, Vice Chair and one voting member to the Executive Committee and to approve the work program of the Executive Committee. (Presented by Jackie Butler, Chair)

Chair Jackie Butler recommended appointing the Chair as Committee Chair, the second Commissioner of Commissioner's Court as Vice Chair, and Mr. Rubio as a rotating voting member. The board unanimously approved the appointments and the Executive Committee's work program.

MOTION: to appoint Chair, Vice Chair and one voting member to the Executive Committee and to approve the work program of the Executive Committee composed of Commissioner Jackie Butler, Commissioner David Stout, and Arturo Rubio

Motion by: Joel Bishop Seconded by: Andrea Carrillo

Members Voting Aye: Commissioner Jackie Butler, Joel Bishop, Andrea Carrillo, David Vallejo, David

Stout, David Ruiz, Eddie Conde. .

6.b. Discussion and possible action to establish Meeting Decorum and use Roberts Rules of Order.
(Presented by John Andoh, Executive Director)

Executive Director John Andoh recommended deleting this item for further review by the Executive Committee. The board approved the removal, deferring discussion and any action on establishing meeting decorum and Roberts Rules of Order.

MOTION: to delete item 6.b.

Motion by: Commissioner Jackie Butler Seconded by: Andrea Carrillo

Members Voting Aye: Commissioner Jackie Butler, Joel Bishop, Andrea Carrillo, David Vallejo, David Stout, David Ruiz, Eddie Conde.

6.c. Discussion and possible action to adopt the Title VI Program for 2026-2029 for El Paso Transportation Authority (Presented by John Andoh, Executive Director)

Executive Director John Andoh presented the Title VI Program, which ensures ETA's compliance with federal regulations prohibiting discrimination based on race, color, or national origin. The program includes public notices, complaint procedures, limited English proficiency plans, and service standards. The board approved the Title VI Program, authorizing the Director to make any necessary updates based on future feedback.

MOTION: to approve the Title VI program.

Motion by: Commissioner Jackie Butler Seconded by: Joel Bishop

Members Voting Aye: Commissioner Jackie Butler, Joel Bishop, Andrea Carrillo, David Vallejo, David Stout, David Ruiz, Eddie Conde.

6.d. Discussion and possible action to adopt the Transit Development Plan for 2026-2029 for El Paso Transportation Authority (Presented by Kelly Blume, Texas A&M Transportation Institute)

Kelly Blume from Texas A&M Transportation Institute presented the Transit Development Plan, outlining ETA's planned transit services, facilities, and financial projections for 2026–2029. The plan includes fixed route, paratransit, micro transit, vanpool, Gold Route, and future pilot programs, with flexibility for updates as studies and funding are finalized. The board approved the Transit Development Plan and authorized the Director to respond to feedback from Sun Metro and the Metropolitan Planning Organization as needed.

MOTION: to approve with provision for board members to reach out to Executive Director John Andoh with any questions or concerns.

Motion by: Commissioner Jackie Butler

Seconded by: Eddie Conde

Members Voting Aye: Commissioner Jackie Butler, Joel Bishop, Andrea Carrillo, David Vallejo, David Stout, David Ruiz, Eddie Conde.

6.e. Discussion regarding the Draft Transition Plan (Presented by John Andoh, Executive Director)

NO ACTION –Executive Director John Endo presented the draft plan for ETA’s transition to an independent entity, including staffing, assets, contracts, and a timeline for completion by September 1, 2026. The board discussed staffing options, benefits, and retirement considerations and requested further review and consultation with Human Resources before a final recommendation.

6.f. Discussion and direction regarding the New Mexico Department of Transportation (NMDOT) Park and Ride Express service between Downtown El Paso and Las Cruces, NM. (Presented by John Andoh, Executive Director)

NO ACTION – Staff provided an update on the New Mexico Department of Transportation Park and Ride service between downtown El Paso and Las Cruces, highlighting funding, ridership, and operational challenges. The route, previously funded under FTA 5311F rural funds, may need to transition to 5307 urban funds due to changes in eligibility. ETA staff are negotiating an amendment to the intergovernmental agreement to clarify responsibilities, improve oversight, and ensure compliance. The board was informed of ongoing efforts and potential funding impacts.

6.g. Receive a report from the Executive Director regarding El Paso Transportation Authority staff activities. (Presented by John Andoh, Executive Director)

NO ACTION - The Executive Director provided an update on recent ETA activities, including submission of eight grant applications to fund routes, operations, and studies, such as the Gold Route and an inner-city bus study for oil field transportation. Staff reported increased ridership following the launch of fare-free service, noting occasional overcrowding and positive community impact, particularly for students and low-income riders. Operational oversight, marketing, and organizational setup, including official registration of ETA and banking, were highlighted. Supporting materials included ridership and performance reports, meeting agendas, and updates from regional partners.

4. PRESENTATION

4.a. Present a certificate to Transdev’s employee of the month for December 2025. (Presented by Sylvia Balcazar, Transdev General Manager)

Item moved -Transdev General Manager Sylvia Balcazar, presented the recognition to Honoree Gerardo Martinez as Employee of the Month in recognition of his outstanding performance, dedication, and professionalism. Jennifer highlighted that Mr. Martinez has been with ADA for a year, exemplifies safety and responsibility, and serves as a role model for other drivers.

6.h. Receive report of Transdev's operations for the month of December 2025. (Presented by Sylvia Balcazar, Transdev General Manager)

NO ACTION – Transdev General Manager Sylvia Balcazar reported that December 2025 was a strong month, highlighted by the launch of fare-free service after December 22nd, which was well-received by passengers. There were zero preventable and non-preventable accidents. Fixed-route on-time performance was 90.2%, paratransit on-time performance was 94.5%, and paratransit rides per hour averaged 1.02. Fixed-route ridership totaled 11,158, and paratransit ridership was 682 over 625 trips. The service area included 167 clients and 17 outside-area clients, for a total of 184. Preventive maintenance was completed on all vehicles (100%). Staff noted that while the system was fully staffed in December, driver departures and promotions in January prompted a new training class beginning January 12. Paratransit ridership in San Elizario and Clint continued to grow, enhancing door-to-door service and improving connections to key community destinations such as the Mission Valley Transfer Center and El Paso Community College.

7. CLOSED MEETING

The Meeting may be closed under the following Texas Government Code of the Open Meetings Act for discussion as follows:

- Section 551.071 – Consultation with Attorney
- Section 551.072 – Deliberation regarding Real Property
- Section 551.073 – Deliberation regarding Prospective Gifts
- Section 551.074 - Personnel Matters
- Section 551.076 – Deliberation regarding security devices or security audits
- Section 551.087 – Deliberation regarding economic development negotiations
- Section 551.089 - Deliberation regarding security devices or security audits; Closed Meeting.

(Any final action as a result of this closed discussion will be held at the opening of the meeting or at any subsequent meeting.)

5. REGULAR AGENDA CONTINUED

8.a. Consider and take action on matters discussed in closed session.

The board noted that no closed session was held during the meeting; therefore, no action was required or taken under this agenda item.

6. ADJOURNMENT

MOTION: to adjourn meeting.

Motion by: Commissioner Jackie Butler

Seconded by: Andrea Carrillo

Members Voting Aye: Commissioner Jackie Butler, Joel Bishop, Arturo Rubio, Andrea Carrillo, David Vallejo, David Ruiz, Eddie Conde.

Meeting adjourned at 3:15 PM.