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
Friday, February 27, 2026 - 01:30 P.M.
Rio Grande Council of Governments
8037 Lockheed Drive, Suite 100, El Paso, Texas, 79925

MINUTES PREPARED BY ANA Q. SANCHEZ, ADMINISTRATIVE SPECIALIST SENIOR

Prior to the meeting being called to order, informational presentations were provided to members of the Board who were present. No quorum action was taken and no votes were conducted during this time. The following informational items were presented:

Pre-Meeting Informational Presentations

4.a. Present a certificate to Transdev's employee of the month for January 2026.
(*Presented by Sylvia Balcazar, Transdev General Manager*)

NO ACTION – In the absence of General Manager Sylvia Balcazar, Transdev Operations Manager Jennifer Garcia presented the Employee of the Month recognition for January 2026 to Rosario Ayala. Rosario was recognized for her dedication to safety, consistent adherence to operational guidelines, and commitment to creating a welcoming and safe environment for passengers. She was commended as one of Transdev's top drivers for her professionalism and outstanding service.

4.c. Presentation from Texas County & District Retirement System (TCDRS) regarding El Paso Transportation Authority participation.
(*Presented by Kristina Fox, Development Manager, Employer Services, TCDRS*)

NO ACTION – Kristina Fox, Development Manager of Employer Services for the Texas County & District Retirement System (TCDRS), presented information regarding potential El Paso Transportation Authority (ETA) participation in the TCDRS retirement plan. She discussed efforts to transition current ETA employees and noted that a cost study indicates participation would likely result in lower costs to ETA due in part to employee demographics. The presentation also highlighted plan features such as a five-year vesting period, group term life insurance, and individual retirement accounts for employees should the Board elect to separate from El Paso County's plan. Employees' prior years of service would be honored, allowing them to vest with both El Paso County and ETA while continuing to accumulate matching contributions. Ms. Fox stated she will attend the March Board meeting in person and will provide informational packets outlining plan details, funding, and similarities to the El Paso County retirement plan.

4.b. Receive a report from the Access Advisory Committee (AAC) Chair for activities in the Fall Quarter 2025.
(*Presented by Molly Saenz, AAC Chair*)

NO ACTION – Access Advisory Committee Chair Molly Saenz reported on committee activities and updates for the Fall Quarter 2025. She informed the Board that two members were removed due to failure to attend meetings, and vacancies were filled with the appointment of Adrian Hatcher and Andrea Ramirez. Ms. Saenz also noted that the committee is considering revisions to allow guardians to serve as members.

6.a. Discussion regarding Fiscal Year 2026 Operating Budget and projected Federal Transit Administration funding potential available to El Paso Transportation Authority.
(*Presented by Michael Walk, Texas A&M Transportation Institute*)

NO ACTION – Michael Walk of the Texas A&M Transportation Institute presented a work-in-progress update on the FY2026 budget reconciliation and spending plan, as well as the FY2027 financial plan and contribution projections.

1. Open Meeting

Call to Order

The El Paso Area Transportation Services Local Government Corporation meeting was called to order at 2:49 p.m. by Chair Commissioner Jackie Butler, at which time a quorum of the Board was present. Members in attendance were:

VOTING MEMBERS

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

EX-OFFICIO MEMBERS

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

4. PRESENTATION

4.a. Present a certificate to Transdev's employee of the month for January 2026.
(Presented by Sylvia Balcazar, Transdev General Manager)

NO ACTION - In the absence of General Manager Sylvia Balcazar, Transdev Operations Manager Jennifer Garcia presented the Employee of the Month recognition for January 2026 to Rosario Ayala. Rosario was recognized for her dedication to safety, consistent adherence to operational guidelines, and commitment to creating a welcoming and safe environment for passengers. She was commended as one of Transdev's top drivers for her professionalism and outstanding service.

4.c. Presentation from Texas County & District Retirement System (TCDRS) regarding El Paso Transportation Authority participation.
(Presented by Kristina Fox, Development Manager, Employer Services, TCDRS)

NO ACTION - Kristina Fox, Development Manager of Employer Services for the Texas County & District Retirement System (TCDRS), presented information regarding potential El Paso Transportation Authority (ETA) participation in the TCDRS retirement plan. She discussed efforts to transition current ETA employees and noted that a cost study indicates participation would likely result in lower costs to ETA due in part to employee demographics. The presentation also highlighted plan features such as a five-year vesting period, group term life insurance, and individual retirement accounts for employees should the Board elect to separate from El Paso County's plan. Employees' prior years of service would be honored, allowing them to vest with both El Paso County and ETA while continuing to accumulate matching contributions. Ms. Fox stated she will attend the March Board meeting in person and will provide informational packets outlining plan details, funding, and similarities to the El Paso County retirement plan.

4.b. Receive a report from the Access Advisory Committee (AAC) Chair for activities in the Fall Quarter 2025.
(Presented by Molly Saenz, AAC Chair)

NO ACTION - Access Advisory Committee Chair Molly Saenz reported on committee activities and updates for the Fall Quarter 2025. She informed the Board that two members were removed due to failure to attend meetings, and vacancies were filled with the appointment of Adrian Hatcher and Andrea Ramirez. Ms. Saenz also noted that the committee is considering revisions to allow guardians to serve as members.

6.a. Discussion regarding Fiscal Year 2026 Operating Budget and projected Federal Transit Administration funding potential available to El Paso Transportation Authority.
(Presented by Michael Walk, Texas A&M Transportation Institute)

NO ACTION - Michael Walk of the Texas A&M Transportation Institute presented a work-in-progress update on the FY2026 budget reconciliation and spending plan, as well as the FY2027 financial plan and contribution projections. He discussed efforts to revise line-item budgets within ETA grants to ensure alignment between available funding and planned expenditures. Mr. Walk also noted that staff are gathering information for the FY2027 plan, including potential service changes, grant funding assumptions, and a transition plan. Two planning scenarios are being developed for FY2027—implementing all service improvements outlined in the Transit Development Plan and maintaining the status quo—with a request from the Board to include a third scenario. Additional considerations to be presented in March include the cost of operating Socorro's micro-transit service, the absence of a fund balance, options for allocating costs and contributions for ETA Access and ETA Andale services, and forecasts for Rural and Urban grant programs.

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENT
No members of the public provided comment.

5. CONSENT AGENDA

5.a. Approve the January 28, 2026, ETA regular minutes.
(Presented by Ana Q. Sanchez, Administrative Specialist, Senior)

5.b. Approve the Rio Grande Council of Governments to process the expenses incurred in January 2026 for administrative services and travel reimbursements.
(Presented by Annette Gutierrez, Rio Grande Council of Governments Executive Director)

5.c. Appoint Andrea Ramirez as an agency representative and Adrian Hatcher as a rider to the Access Advisory Committee.
(Presented by John Andoh, Executive Director)

5.d. Adopt revised Bylaws for the Access Advisory Committee.
(Presented by John Andoh, Executive Director)

5.e. Authorize the purchase of insurance from the Texas Municipal League Intergovernmental Risk Pool.
(Presented by John Andoh, Executive Director)

5.f. Adopt a Transit Asset Management Plan for El Paso Transportation Authority, designate the Executive Director as the Accountable Executive and authorize administrative coordination with El Paso County Human Resources regarding conforming updates to the Executive Director's job description.
(Presented by John Andoh, Executive Director)

5.g. Adopt a Public Transportation Agency Safety Plan for El Paso Transportation Authority, designate the Executive Director as the Accountable Executive and authorize administrative coordination with El Paso County Human Resources regarding conforming updates to the Executive Director's job description.
(Presented by John Andoh, Executive Director)

5.h. Adopt a Cybersecurity Policy for El Paso Transportation Authority.
(Presented by John Andoh, Executive Director)

5.i. Authorize the Executive Director to execute an Amendment #4 to the Interlocal Agreement – Project Development Agreement for the El Paso County Transit Facility Project regarding use of additional funds for design and adding El Paso Transportation Authority as a party 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)

MOTION: to approve Consent Agenda items 5a through 5i.

Motion; Commissioner Jackie Butler Seconded; Vice Chair: Arturo Rubio

Motion Carried Unanimously

Clerical correction: The agenda item referenced Amendment #4; however, the correct reference to the amendment approved by the Board is Amendment #3.

6. REGULAR AGENDA

6.b. Presentation from Texas A & M Transportation Institute regarding the General Public Demand Response Transit Study and taking action to accept the final report.
(Presented by Kelly Blume, Texas A&M Transportation Institute)

Kelly Blume of the Texas A&M Transportation Institute presented the General Public Demand Response Transit Study and reviewed the proposed service plan approach, including service areas and zones, days and hours of operation, and overall service plan organization. She discussed concepts such as commingled ETA Access zones, existing and potential ETA Andale zones, a user-side subsidy program, and a volunteer driver program, as well as strategies for integrating these components. Ms. Blume also outlined implementation considerations associated with the proposed service plan.

MOTION: to approve GPDRT Final Report.

Motion; Vice Chair: Arturo Rubio Seconded: Eddie Conde

Motion Carried Unanimously

6.c. Discussion and possible action regarding the Revised Draft Transition Plan.
(Presented by John Andoh, Executive Director)

John Andoh, Executive Director, presented the Revised Draft Transition Plan, describing it as a framework outlining the implications of transitioning operations from El Paso County. The proposed timeline anticipates final separation by September 1, 2026, with ETA becoming a direct recipient of funding. The plan includes proposed agreements with El Paso County for the transfer of assets and for contracted services such as Human Resources and the County Auditor's Office. Mr. Andoh noted that the transition plan addresses policies and procedures, budget and financial planning, interlocal agreements for local match funding, and an inventory of assets, contracts, grants, job descriptions, salaries, fleet and bus stop inventories, and potential policies that may need to be developed. The plan also presents three options for the Board's consideration, with additional details to be discussed in current and upcoming meetings. Mr. Andoh answered questions from Board members and noted that the transition plan will serve as a working document over the next six months and may be amended as needed.

MOTION: to accept Transition Plan Draft.

Motion; Commissioner Jackie Butler Seconded by: Eddie Conde

Motion Carried Unanimously

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

NO ACTION – John Andoh, Executive Director, reported on recent staff activities and operational updates, including an increase in ridership following the implementation of free fare service. He noted that ETA received a letter of support from Sun Metro, which will be presented at the next meeting. Mr. Andoh also reported that staff are participating in Metropolitan Planning Organization (MPO) Board of Directors meetings and orientation. He informed the Board that the final design for the maintenance facility will be presented to the El Paso County Commissioners Court and that remaining funding from the right-of-way purchase leaves a shortfall to reach the 60% design threshold; therefore, ETA will request $165,000 from El Paso County to cover the deficit. Additionally, he stated that the Regional Mobility Authority (RMA) will be invited to provide updates on capital projects to both the ETA Board and the Commissioners Court so both bodies remain informed on project status. No action was taken.

6.e. Receive report of Transdev's operations for the month of January 2026.
(Presented by Sylvia Balcazar, Transdev General Manager)

NO ACTION – Transdev Operations Manager Jennifer Garcia, in the absence of General Manager Sylvia Balcazar, presented the January 2026 operations report. She reported that Transdev participated in a presentation with the El Paso Center for Children regarding the Safe Place program, which would allow buses to serve as safe locations for children and individuals up to age 24 in need of assistance. Operational highlights included zero preventable accidents and one non-preventable accident, 94% on-time performance, 12,454 fixed-route trips (an increase of 1,296 from the previous month), 96 ETA Andale and 122 Andale trips, and 524 to 660 paratransit trips. There are approximately 200 ADA clients within the service area and 17 outside the service area. Ms. Garcia also reported two road calls, 100% completion of preventative maintenance, and that Transdev is fully staffed with drivers. No action was taken.

MOTION: to move into Executive Session.

Motion; Vice Chair: Arturo Rubio Seconded by: Eddie Conde

Motion Carried Unanimously

7. EXECUTIVE SESSION

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

A. Attorney Consultation Code (§ 551.071)
B. Deliberations Regarding Real Property Code (§ 551.072)
C. Deliberations Regarding Personnel Matters Code (§ 551.074)
D. Deliberations Regarding Security Devices or Security Audit (§ 551.076)
E. Deliberations Regarding Cybersecurity to Protect Critical Infrastructure (§ 551.0761)
(Any final action as a result of this closed discussion will be held at the opening of the meeting or at any subsequent meeting.)

El Paso Area Transportation Services, Local Government Corporation doing business as the El Paso Transportation Authority entered Executive Session at 3:42 p.m.

7.a. Discuss findings regarding persons necessary in the Closed Meeting.
(Presented by John Andoh, Executive Director)

7.b. Discuss El Paso Transportation Authority future staffing with El Paso County Human Resources Department as defined under Section 551.074 – Personnel Matters.
(Presented by John Andoh, Executive Director)

El Paso Area Transportation Services, Local Government Corporation doing business as the El Paso Transportation Authority ended Executive Session at 4:57p.m.

8. REGULAR AGENDA CONTINUED

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

8.b. Authorize the Executive Director to develop a Personnel Merit System for the El Paso Transportation Authority, which includes, but not limited to the development of Personnel Policy and Procedures, an Employee Handbook for presentation and possible action by the Board of Directors at a future meeting.
(Presented by John Andoh, Executive Director)

Based on discussions held during the Executive Session, John Andoh, Executive Director, requested authorization from the Board to begin developing a Personnel Merit System for the El Paso Transportation Authority (ETA). The proposed system would include, but not be limited to, the creation of Personnel Policies and Procedures and the development of a comprehensive Employee Handbook. The purpose of this initiative is to establish a formal framework for employee performance, recognition, and accountability, ensuring consistency and transparency in personnel management. Upon completion, the Personnel Merit System and associated materials would be presented to the Board of Directors for review and possible action at a future meeting.

MOTION: to authorize John Andoh, Executive Director to begin working on the development of Personnel Policies and Procedures, and an Employee Handbook for presentation at a future meeting.

Motion; Vice Chair: Arturo Rubio Seconded by: Eddie Conde

Motion Carried Unanimously

8.c. Adopt El Paso County's job descriptions and pay scale for use by the El Paso Transportation Authority as defined in the Transition Plan.
(Presented by John Andoh, Executive Director)

John Andoh, Executive Director, presented for Board consideration the adoption of El Paso County's job descriptions and pay scale for use by the El Paso Transportation Authority, as outlined in the Transition Plan. This action would establish consistency in employee roles, responsibilities, and

compensation as ETA transitions to independent operations. The Board was asked to review and approve the adoption to ensure alignment with the proposed personnel framework.

MOTION: authorize John Andoh, Executive Director to adopt El Paso County's job descriptions and pay scale for use by the El Paso Transportation Authority.

Motion; Vice Chair: Arturo Rubio Seconded by: Eddie Conde

Motion Carried Unanimously

9. ADJOURNMENT

MOTION: to adjourn meeting.

Motion by: Eddie Conde Seconded; Vice Chair: Arturo Rubio

Motion Carried Unanimously

Meeting adjourned at 5:02 PM.