

CASTA Board Meeting Draft Agenda

May 15, 2017

10:00 am - 1:00 pm

Fort Collins Hilton

425 W Prospect Rd, Fort Collins, CO 80526

CSU Presidents Room

Agenda Items	Time
1. Approve minutes from March meeting (page 4)	10:00 am

Old Business

2. Posting minutes on website: we don't want to post draft minutes, but also don't want to wait until the next meeting to post. Proposition is to approve minutes at the following informational meeting.	10:05 am
3. IRA incorrect filing. We have completed paperwork and submitted to the IRS for re-filing 2013, 2014, and 2015.	
4. Policies and procedures are updated and posted on the Board section of the CASTA website. Salary review by the executive team included. Updated font consistent throughout the document. CASTA staff will remove the policy regarding fraud awareness.	
5. The Transit Agency Map is finally up and running. This was the final piece of the first phase of our software integration project.	
6. ED Review - Ann and Elena are registered for MSEC management training in July 2017.	
7. Need Bylaws review committee to review proposed changes to bylaws and provide recommendation to membership by July 20, 2017.	
8. Staff is working on conference proposals and sites for 2019.	

New Business

1) Financials	10:20 am
a) 2016 Audit results (separate cover). Call in with Tom Swart, Stratagem.	
b) 1st Quarter report (Page 8)	
2) Action items from Retreat	10:45 am
a) New Board Members	
i) Set date for developing Onboarding/orientation materials and process for new Board members.	

- b) Board Meetings 10:50 am
- i) Increase input from Board on agenda items; implement idea to put Agenda on the shared drive for input from all.
 - ii) Follow up the discussion on timing/scheduled dates for Board meetings to accommodate conflicting schedules.
 - iii) ALL – to increase shared knowledge and communication, always ask “Who else needs to know this information?” Then follow up with a call or email.
 - iv) Keep the lines of communication open with each other – build on the discussion from the retreat.
 - v) At future face-to- face Board meetings, do a quick check in on how communication and interpersonal relationships are going; ask how well we are keeping our commitments and agreements from the retreat?
 - vi) What else do we need from each other? (Keep the momentum of openness and transparency with each other)
 - vii) Recommendation – At a future Board meeting, add agenda item to review SWOT analysis results and prioritize those items that have impact on future goals. Then develop a plan to deal with those items as needed.
- c) Member Services 11:10 am
- i) Ann and Elena – create a schedule to increase face time meetings/ communication with members and their agencies.
 - ii) Regional mini-conferences – at Town Halls
 - iii) Create a Senior Advisory Board; also discussed the Delegate idea (Citizen Advisory Committee at RTD, for example)
 - iv) Create an Ad Hoc Committee - Membership Services to brainstorm and discuss new ideas for members. Use Emerging Leaders group?
 - v) Recommendation - Once vision is finalized, create a Communications Plan to reveal the vision to members and key stakeholders.
- d) ED Workload - Follow-up the discussion of the Director’s workload analysis; recommend discussion of EDs and Board President and/or executive committee to review priorities and commitments. 11:30 am

- 3) Conferences 11:40 am
- a) Conference Suggestions from Board Retreat
 - i) Orientation session for new members and first time conference attendees
 - ii) Create tracks for “newbies” vs. the more experienced conference attendee
 - iii) Networking opportunities – subgroup formation; four current committees;
 - iv) Have a Board member chair the committee meetings (Implemented for Spring 2017). Appoint scribe to take minutes and post on website.
 - v) Create Roundtable Discussions around specific jobs/job types – discussion of 5 – 6 relevant topics using a facilitator to moderate the meeting; (e.g., van pool operators; CFO’s, etc.)
 - vi) Lunch with your Board member
 - vii) Simulcast/stream top sessions or record it – must discuss pricing model
 - b) Review Draft fall conference schedule (page 10)
 - c) Future conferences
 - i) Spring 2018 – Greeley contract is ready for signature
 - ii) RIBTC for Fall 2018
 - iii) Timing of conferences – review dates (from the retreat)
- 4) Legislative update 12:30 pm
- a) State lobbyist contract needs to out to bid. How should we approach this?
 - b) State and federal legislative update included in the ED report (page 11)
- 5) Items for action this summer 12:50 pm
- a) Board Responsibilities
 - i) Nomination committee
 - ii) CASTA vision committee (Tom Coogan volunteered to chair)
 - b) CASTA sponsored Statewide policy development workshops - Summer 2017
- Adjourn 1:00 pm

March 8, 2017 CASTA Board Meeting Minutes (Draft)

In attendance: Mark Imhoff, Sherry Ellebracht, Dawn Block, Hank Braaksma, Will Jones, Scott Truex, David Averill, Joyce Rihanek,

Guests: Gail Nehls, Craig Blewitt

CALL TO ORDER: President Amber Blake called the meeting to order at 6:17 pm.

Outstanding Action Items from Previous Meetings

1. Updated and Revised Policies and Procedures and Sustainability

Elena explained that highlighted items in the document are additions from the CASTA auditors that seemed reasonable. If the board approves, this could be a living document with changes made as needed every 6 months with the newest draft posted to the website.

ACTION: CASTA staff will include salary review by the executive team to the policies and procedures.

ACTION: CASTA staff will keep font consistent throughout the document to ensure style and consistency.

Amber asked about the policy regarding fraud awareness and employees living outside their means. She brought up the point that people may have other means of support.

VOTE: Dawn motioned that we remove the policy regarding fraud awareness. Scott seconded, motion passed unanimously.

ACTION: CASTA staff will remove the policy regarding fraud awareness.

2. Changes to bylaws

The board discussed changes that need to be made to the bylaws. The items that are already on the list include:

1. The time required for membership meeting announcements needs to be shortened to something less than 60 days
2. using new technologies for distribution of the voting information should be included.

These changes were tabled until the next meeting as there may be additional items that should be included. Changes to the bylaws needs to go to a vote of the membership, the Board usually recommends the changes.

Question was asked whether bylaws allow for electronic voting and currently they do not. It was mentioned that electronic voting allows for simple processing and better data results, but

loses some of the personal contact with members and the sharing of ideas. The board also discussed if seven days is the appropriate time frame for notification of membership meetings now that we send them out electronically. Consensus that board would ask membership to approve bylaws changes at the September board meeting.

ACTION: Tabled until May.

3. Annual report

The Executive team reported that the annual report was complete and ready for distribution and print. One board member recommended that the report be distributed to membership through the newsletter, facebook page, and on the website. Board discussed printing the annual report for legislators but as the price is high, and the timing too late, we can print as needed.

December Meeting Items

The executive team updated the board on the status of several agenda items from the December board meeting.

1. CASTA was informed by the National RTAP Conference Committee that they had won the contract for the event planning services of that conference in October.
2. CASTA recently submitted their bid for the CDOT RTAP contract and are now waiting to hear back from CDOT.
3. CASTA is putting all updated information from the 5311 committee meeting on the CASTA website as available from CDOT. This item is still in progress until decisions are finalized.
4. The executive team updated the board on the recently discovered misfiling of IRA payments in the years 2009-2015 by Paychex. CASTA has investigated that matter with the help of the IRS, lawyers and is doing all that they can to rectify the situation. CASTA employees can re-file from 2012 forward but previous years cannot be re-filed.

VOTE: Dawn motioned to approve the minutes from December. David seconded, Motion unanimously approved.

Current Decisions

1. Conference sites for '18

Ariane introduced the different options that CASTA is interested in pursuing for the Spring 2018 and Fall 2019 CASTA Conferences. CASTA is interested in pursuing Greeley, Denver and Estes Park as future spring 2018 conference locations. Greeley conversations have started and meeting space isn't a problem from what we can tell but rooms might need a creative solution.

VOTE: Hank moved to pursue contract for 2018 in Greeley. Amber seconded. Motion passed unanimously.

Ariane continued to say that CASTAs top choices for Fall 2019 are Vail and Keystone as those haven't been visited for 7 years or more. Keystone has never hosted a conference and the board wants to be mindful of evening food options in september.

ACTION: Ariane will check with salesperson for restaurant options.

ACTION: Ariane will look at Vail and Keystone for Fall 2019

Ariane mentioned that the Fall 2018 will be a co-conference with Rural Transportation and Intercity Bus Conference in Breckenridge. We are still open for spring 2019 as well.

VOTE: Amber moved to pursue contract for 2019 in Estes Park. Dawn seconded. Motion passed unanimously.

ACTION: Ariane will look contact Estes Park for potential contract in Spring 2019.

2. Schedule At A Glance Spring 2017

The board saw the current draft of the spring 2017 CASTA conference and had a chance to ask questions. The executive team clarified a few of the training sessions offered and took questions. The board also asked about the stage of the conference planning process and it was reported that the registration is up on the website. The next board meeting will be on the Tuesday morning the conference.

3. Fall conference sessions

The executive team asked for questions about the upcoming fall conference sessions and recommendations were taken.

ACTION: CASTA Staff will have Fall Conference Draft Schedule for May board meeting.

For Your Information

1. 5311 progress update

Amber provided the update of the Last TRAC sub-committee on 3rd of March for formula. It will go the Transportation Commission in May so that DTR can use the new formula and be ready for the capital projects in May. CDOT will advertise middle of April if the proposal passes committee. Based on annual budget of transportation agencies, 5 categories will help determine funding with a transition period of 5 years. The TRAC committee and the CASTA membership have consensus on the proposal. After each committee meeting, CASTA held a member call which was very well attended and we saw some good feedback. The process built confidence and credibility.

2. CDOT Update

Mark provided the following update. The division is approaching full staff. He last made this announcement last summer before Dave left. Staff is doing a great job. 5311 is the biggest thing going on right now. Awards made for fall contracts coming soon. CDOT long term development plan highway oriented TPOs TPRs with funding contributions from local communities and the state. Transit Plan is a major priority for them.

3. Financial update

The executive team, having already updated the board on the IRA situation, updated the board about the audit results which are not yet finalized but will be by the next board meeting and we can do a walk through upon request. We lost money last year and we budgeted to lose money. The first quarter report is not completed yet because it's not over, but we can provide that at the next board meeting.

4. Executive Team Report

Formatting looks nice.

5. Late breaking news

The transportation bill dropped and CASTA board and staff discussed the bill. CASTA staff reported that because of the structure, it would be a huge win for CASTA and as a referred measure, it will be cheaper and hopefully have less resistance out of the gate.

ACTION: CASTA Staff will send bill to board members for review.

VOTE: Amber motioned to adjourn the meeting. Dawn seconded the motion, motion passed unanimously.

Meeting adjourned: 7:18

1st Quarter Financial Report

There is less activity in the first quarter financially for CASTA than in the other quarters. The big news for this quarter is that CASTA was awarded the 2017 RTAP training contract, with the potential for 4 additional years of extension.

2017 Membership dues are coming in on track. The following agencies have not yet renewed for 2017.

Agencies that have not paid in 2017	
Agency	2016 Dues
1 AEX, Inc	650
2 All Points Transit	1,744
3 Town of Avon	1,907
4 Beaver Creek	1,840
5 Fremont County Transit	300
6 Clear Creek County	250
7 City of La Junta	300
8 Mesa County RTPO	5,070
9 Seniors Resource Center	3,102
10 SUCAP	1,576
Total	\$16,739

Salaries are below budget due to not having a Program Administrator until February. Please see the attached budget to actual report for 1st Quarter figures. There was no financial activity for either the Spring or Fall Conference in the first quarter.

Colorado Association of Transit Agencies

BUDGET VS. ACTUALS: 2017 - FY17 P&L CLASSES

January - March, 2017

	CASTA		NRTAP CONFERENCE		RTAP		TOTAL	
	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET
REVENUE								
4100 Income							\$0	\$0
4200 Grant Reimbursements					8,252	33,750	\$8,252	\$33,750
4410 Agency Membership Dues	161,758	225,000					\$161,758	\$225,000
4420 Business Membership Dues	18,722	0					\$18,722	\$0
4610 Training Program Income					1,103	1,500	\$1,103	\$1,500
4630 Conference Administration Income				3,250		0	\$0	\$3,250
Total 4100 Income	180,480	225,000		3,250	9,355	35,250	\$189,835	\$263,500
Total Revenue	\$180,480	\$225,000	\$0	\$3,250	\$9,355	\$35,250	\$189,835	\$263,500
GROSS PROFIT								
	\$180,480	\$225,000	\$0	\$3,250	\$9,355	\$35,250	\$189,835	\$263,500
EXPENDITURES								
6100 Administrative Expenses	10,245	12,720			3,001	2,640	\$13,246	\$15,360
6500 Conferences	48	0					\$48	\$0
6550 Board Expenses	3,972	12,000					\$3,972	\$12,000
6600 Program Expenses	38,439	37,370			2,532	20,871	\$40,971	\$58,241
6700 Staff Travel and Training	2,791	0			39	750	\$2,830	\$750
6800 Payroll Expenses	26,676	34,749			15,457	14,325	\$42,133	\$49,074
6900 Employee Benefits	1,319	3,240			258	150	\$1,577	\$3,390
6950 Other Types of Expenses	2,638	2,000					\$2,638	\$2,000
Cost of Labor		-3,250		2,835		0	\$0	\$-415
Overhead Allocation		0		615		0	\$0	\$615
Total Expenditures	\$86,128	\$98,829	\$0	\$3,450	\$21,287	\$38,736	\$107,415	\$141,015
NET OPERATING REVENUE	\$94,352	\$126,171	\$0	\$-200	\$-11,932	\$-3,486	\$82,420	\$122,485
NET REVENUE	\$94,352	\$126,171	\$0	\$-200	\$-11,932	\$-3,486	\$82,420	\$122,485

2017 CASTA/C DOT Fall Transit Conference - Schedule at a Glance DRAFT

Tuesday - September 19

Room					
11:00 am	Registration Opens				
1:00 pm	Mobility Management	Active Shooter Training	Crucial Conversations	Transportation Funding Ballot Initiative Discussion ??	Certified Community Transit Manager (CCTM) Training
3:00 pm	Break				
3:15 pm					
5:30 pm	Welcome Reception				

Wednesday - September 20

Room					
8:00 am	Networking Breakfast and RTAP Meeting + CREST Meeting				
9:00 am	RTA's Is it the solution for your community?	Media Relations	Vendor Session - New Wayfinding Sign Options	Vendor - New Technology Introductions	Certified Community Transit Manager (CCTM) Training
12:00 pm	Lunch & Keynote Speaker				
1:00 pm	EXPO				
3:00 pm	Break				

Thursday - September 21

Room					
8:00 am	CASTA Annual Meeting & Breakfast				
9:00 am	Bus on Shoulder Rural Academy Report Out	New Services Highlights	Procurement	Ticketing	Certified Community Transit Manager (CCTM) Training
12:00 pm	Luncheon				
1:00 pm	CDOT - Planning 5304 Projects, STIP	CDOT - New Grant Partners		CFO Round Table	
3:00 pm	Break				
3:15 pm	CAT-X For Small Facilities			TNC Panel	
6:30 pm	Awards Dinner and Entertainment				

Friday - September 22

Room					
8:00 am	Breakfast and Keynote Speaker: Transit in Trump's ERA				
9:15 am	Legislative Update/ Committee Meeting	CDOT Grant Partner Update			
10:30 am					
12:00 pm	Conference Adjourn				

Executive Director Update

2017 State Legislation Activities

HB 17-1242 would have referred a question for the November ballot regarding transportation funding provided by a statewide sales tax. The bill - a product of months of negotiation and hard work by several disparate stakeholders -- was killed in the Senate Finance Committee last week. It was a disappointing end to a bill with bipartisan not to mention urban and rural support.

The Colorado Contractors have titles that were submitted in March for a potential ballot initiative process this summer. These titles may or may not be appropriate anymore given how the issue rolls out of the legislative session. CASTA will continue to work with all the partners to ensure that sufficient and sustainable transit funding is part of any package that goes to the voters.

SB 17-303- a replacement transportation funding bill that would have used the sale of state buildings to pay for transportation bonding – was killed on Tuesday, May 2 by the Finance Committee.

CDOT 5311 Distribution Methodology

CDOT's proposed 5311 distribution methodology proposal was presented to the TRAC (Transit and Rail Advisory Committee), the Transportation Commission and finally to the STAC (Statewide Transportation Advisory Committee). Both committees and the Commission approved the new 5311 distribution methodology for at least one year. The 5311 subcommittee of the TRAC will continue to meet and discuss a few issues that remain. The committee will also meet later this year to assess how the distribution methodology worked and make any necessary changes to assure that the process is fair and equitable.

Federal Update

Ann Rajewski and David Krutsinger visited the Colorado Delegation on Washington DC on behalf of CASTA and CDOT. The goal of the visit was to build relationships and to discuss Colorado transit. Ann and David were able to meet with staffers from each office except Representative Lamborn and covered the following talking points:

- Short overview of what transit looks like in Colorado
- Transit statistics and rural formula capital projects for the legislator's district (statewide for the Senators).
- Assessment of transit funding in Colorado. Colorado transit relies on federal funds to leverage local and state funding (25% funding from federal sources, 73% from local sources and 2% from the state)

- The infrastructure bill - if it is primarily privately funded would not benefit rural or small urban communities.
- Trump's "Skinny budget" cut New Starts and Tiger programs. These programs have been helpful in Colorado to do a variety of projects we want to see them continue to be funded. We shared some project examples.

The conversations were very interesting and some common themes came through:

- Information is not being shared between the President and the Republican leadership. Delegation staff were unable to tell us what forthcoming bills would look like. There is much uncertainty on the interplay between the tax reform, healthcare reform and the infrastructure bill.
- Due to the lack of communication legislators are having to be more reactive than proactive.
- Most of the offices showed good support for transit and all of them we visited signed on to a delegation letter in support of the New Starts and TIGER programs.

Office Update

There are (thankfully) no changes to staffing to report for this quarter.