

CASTA Fall Retreat Board Meeting  
Thursday, November 9, 2017  
8:00 am – 10:00 am  
The Curtis Hotel  
1405 Curtis Street, Denver, CO 80202

**Draft Minutes**

Called to order at 10:04 am by President Dave Averill.

In attendance: David Krutzinger, Hank Braaksma, Joyce Rihanek, Scott Truex, Ann Rajewski, Comer Hobbs, Elena Wilken, Sarah Dodson, Mark Imhoff, Sherry Ellebracht.

- 1. Unfinished business from last meetings
  - a. Discussion around IRA taxation issue. Nothing since sending letter in September.

**ACTION – Staff to add calling MSEC to policies and procedures.**

**ACTION – Call Kristin Friday or Monday to check in. Done**

- 2. Who is ED before Jeanne – add to History.
- 3. 501 c 6 training – use National RTAP funds to develop training.

**Decisions Requested**

- 4. Review and approve September 19, 2017 meeting minutes

DECISION – Hank B. moved, Sarah D. Seconded. Approved unanimously.

- 5. Review and approve September 21, 2017 meeting minutes ..... page 7

Decision – Sherry moved approval. Hank seconded. Approved unanimously.

- 6. RIBTC conference and schedule (September 2018). Where to put the CASTA and CDOT sessions?  
Ask for reduced rate for Colorado attendees.

Colorado track?

Important for CASTA members: No CDOT meeting. Business meeting and awards event.

Committee meetings.

- 7. CASTA legal representation

Currently Elena's husband serves as CASTA's lawyer of record. He currently reviews CASTA's leases and conference contracts and does not receive compensation for the 4 hours of work a year. Issues beyond these items CASTA seeks representation in the area of expertise (such as HR issues). Should CASTA staff go through a procurement for an attorney to do this work.

Optics. Pro bono situation in his area of expertise. Can MSEC do contracts and leases?

Simple work, not negotiating.

**ACTION – Clarify when go out for legal representation.**

8. Standing RFP Issue

Suggested tiering:

Micro-purchase - \$3,000

3 Quotes – 3001- 10,000

Bid work – 10,001

Task- based work order, create an agreement that is flexible for tasks that come up.

**ACTION – staff will present language to board at next meeting for January meeting. Board agreed to allow staff to continue with library project without new language approved.**

9. Efficiency and Accountability Committee travel costs.

General discussion regarding the percentage of time the committee spends on transit issues – none in 2017. CASTA did not pay previous representative (Maribeth Lewis-Baker). As a consultant to the board.

**ACTION – Dave will tell Amber that while we appreciate her sitting on the committee, it isn't a CASTA seat and we won't pay for travel. Understand if she can't serve.**

**Discussion**

10. Draft 2018 CASTA Budget

Discussion around accounting practices and budget issues of 2018.

Decision – Hank moved to approve budget as written. Scott T Seconded. Unanimous approval.

**Reports**

11. CDOT Update ..... Mark Imhoff

David Krutsinger spoke on CDOT issues including state transit plan, asset management for each agency (unless opted out). Linking to COTRAMS so agencies can use to track assets. Commission decision to view whole funding framework. Two million a year into operating; same amount into interregional and regional services. Additional monies will be stockpiled for future years. Need to approach commission on how to distribute rural funds, and in Summer 2018 on how to distribute regional and interregional funds. Establish priorities with input from local entities. Framework sets policy, details to be filled in as year unfolds. Ann sits on both TRAC and 5311 Redistribution subcommittee. Board discussion regarding risk and need. Question regarding current NOFA regarding using FASTER as match. Needs to be included in application. Front range rail commission is coming before the commission with a request for the legislation for a general fund budget decision item.

12. 3rd Quarter CASTA financial report .....under separate cover

Amend budget to include grant application.

13. Executive Directors Report ..... page 8

ACTION – Staff will investigate Denver for 2019 Spring Conference.

ACTION – staff send out email to determine optimal time for informational meetings.

Meeting adjourned at 11:49 by mutual assent.

## Draft Minutes CASTA Board of Directors 2017 Fall Conference Meeting

Tuesday, September 19, 2017

9:30 am- 11:00 pm

Telluride Conference Center, Telluride, CO

Meeting called to order at 9:35 am by Will Jones.

Board members in attendance: Will Jones, Brodie Ayers (sitting in for Mark Imhoff), Hank Braaksma, Scott Truex, Dawn Block, Sherry Ellebracht, Joyce Rihanek, Amber Blake, David Averill.

Staff: Ann Rajewski, Elena Wilken (by phone)

Guests: Sarah Dodson, Michael Snow

1) Ann reviewed the additional staff members in attendance at the Conference. Ann reviewed the issue with harassment issue from last year. Hank had also heard of an incident (but not a CASTA conference).

2) Items from previous meetings:

a) Completed: Ann reviewed the action items from previous meetings that have been completed.

i) Code of Conduct printed in conference material and include in Policies and Procedures.

ii) Board orientation packet completed and presented at board meeting. This is a living document - if there is something you'd like to change let us know as they are easy to update.

**ACTION ITEM: Hank requested additional information on the organizational history such as past executive directors, when CASTA started, two organizations, the Colorado Transit Coalition.**

iii) Videographer at fall conference - Thursday for the Lifecycle session and will be posted on our website.

**ACTION ITEM: Staff will track on how much use the video gets on our website.**

iv) Google docs works for everyone except Sherry for meeting agenda and minutes. Staff emails to her separately. Hank has also had similar issues.

v) Sent letter to delegation re: HB 1510

vi) Benefits of CASTA membership session at Fall Conference -Tuesday at 3. Board requested feedback from participants; Ann and Dawn agreed to provide.

**ACTION ITEM: Dawn and Ann will collect feedback on the Benefits of CASTA Membership session.**

- vii) List for board members of conference participants to check in with provided at meeting.
  - viii) Executive Directors participated in MSEC Management training “Performance Management: Setting the Stage for Success” on July 25, 2017. Will asked if there was other training the ED’s would benefit from. Hank offered his board chair Deborah Brackney for specific suggestions.
  - ix) Workflow analysis - Online software system allows for greater tracking of time by project (see attached report). New time-tracking software (Toggl) helps keep track of time for National RTAP and Colorado RTAP contracts.
- b) In Process
- i) Make sure CASTA is in compliance with the Title VI and DBE requirements for the 2017 RTAP contract. Working with Eboni at CDOT to create compliant process.
  - ii) Statewide transit policy discussion - will be kicked off on Friday at legislative committee meeting. Sherry talked about the special session that will fix the issues in SB267 that will start October 2. Governor called for a very narrow topic. Some want to add additional issues onto the special session. RTD has agreed with SCFD about the new language. Typically takes 2-3 days.
  - iii) Post draft agenda for board input 3 weeks before meeting. Staff did not get this done for this meeting. Need get on schedule.
- c) Not yet started – Ann reviewed the items not yet completed.
- i) Communications plan
  - ii) Regional TC visits - staff to set up
  - iii) How to handle if neither candidate for Board position receives majority? Do you conduct a runoff between the top two?

**ACTION ITEM: put on next year’s work plan.**

- iv) Staff to monitor the bill from the 2017 session that authorized a pilot project for getting rides to the transit-dependent in Teller County.

3. Decisions Requested

- a. Approve minutes of July 13, 2017 meeting.

DECISION: Hank motion to approve as written. Seconded by David A. Passed unanimously.

- b. Approve minutes of September 7, 2017 meeting.

**ACTION ITEM: Elena will add sentence to minutes about the opening discussion: “The board discussed the situation to this point during the time and some of the history of the situation.”**

General discussion around Paychex's error in withholding taxes from IRA contributions. Board agreed on response to Andrea's letter, and a request that all further communication be sent to MSEC. Staff agreed to gather documentation and timeline for future reference.

**ACTION ITEM: staff will document timeline and content of communications with Andrea, Paychex and Accountant Crystal.**

DECISION. Will - motion to approve the minutes as amended. Hank – seconded. Passed unanimously. Minutes will not be posted online due to sensitive nature of discussion.

c. How are we doing? How is communication going?

Board conveyed confidence that communications were improving. Executive Directors concurred and stated need for vendor representation. Board was apprised that Tom Coogan of RouteMatch resigned. There was discussion of how to select who would fill out his term until next fall. A number of vendors have already expressed interest in serving on the board. Ann will announce vendor opening at breakfast on Wednesday, and ask for self-nominations. Board plans to meet Thursday morning before the membership meeting to select vendor representative to fill out Tom's term.

d) Lease renewal for 2018-2023 - Board members in agreement that current location makes sense.

DECISION: Scott motioned that we stay in building and sign lease. Will seconded. Passed unanimously.

**ACTION ITEM: EDs hope to have lease to sign at Strategic Planning Retreat.**

e) 501 (c) 6 training for board members at Strategic. Board members agreed that an hour or two should be sufficient and hoped for something prepackaged.

**ACTION ITEM - staff will check and see what is available.**

f) SWOT analysis. Discussion was that there were two different types of items mixed together on the SWOT analysis – those specific to CASTA as an organization, and those for the transit industry. Board requested EDs to divide the two for separate analysis and action items. Board will discuss next steps from the SWOT analysis at the Strategic Planning Retreat.

**ACTION ITEM: EDs will separate out SWOT items and include in the Strategic Planning Retreat packet for discussion.**

g) Scheduling the retreat: November 7 at noon - 8 at noon.

4) For your Information

a. Board conference responsibilities - Assign board members CASTA members to check in with at the fall conference. Ann will provide later today.

- b. Introductions, committee chairing and session facilitating assignments for board members.
- 5) Update from CDOT – Brodie Ayers, Grants Unit Manager provided an update on the contracting for 2018 and the 5311 Distribution Formula process. Also discussed Bus and Bus Facility grant application and TIGER 8 announcement.
- 6) Executive Director's' Report - September 2017  
Ann gave update on the ED activities for the first half of 2018. Board was pleased with the success of the NoLo application. Ann also highlighted the Pro 15 Transit Statement.

Ann suggested that the meeting be adjourned at 11:18 am and Will concurred.

## Draft Minutes - CASTA Board Meeting September 21, 2017

Telluride Conference Center

Attending: Amber Blake, David Averill, Scott Truex, Sherry Ellebracht, Hank Braaksma, Will Jones, Dawn Block, Sarah Dodson, Ann Rajewski

The meeting was called to order at 7:39 am

1. Nominations to finish Tom Coogan's term: A number of business members were interested in finishing out Tom's term. A couple of the nominees didn't have the membership level required to participate on the board so they were pulled out of the running. There was discussion by the board about what staff needed from the business representative on on the CASTA board. After some discussion Scott nominated Comer Hobbs of Davey Coach Sales. David seconded. The group approved the nomination
2. Executive Board Nominations
  - a. President: Amber nominated David Averill for the Board President position. Scott seconded the nomination. The board voted to approve the nomination.
  - b. Vice President: Amber nominated Hank Braaksma for the Vice President position. Will seconded the nomination. The board approved the nomination.
  - c. Secretary: Will nominated Scott Truex for secretary of the board. Amber seconded the nomination. The board voted to approve the motion
  - d. Treasure: Dawn nominated Sherry Ellebracht for the Treasurer position. Will seconded the motion. The motion carried on the vote of the board.

The meeting was adjourned at 7:54 am.



## Executive Director's Report – 10-27-2017

### An Extraordinary and Extraordinarily Frustrating Special Session

Late this summer Governor Hickenlooper took an unusual step by calling for a special session to ask the legislature to fix a mistake made while rushing to pass SB 17-267 in the final hours of the 2017 legislative session. In passing the bill the legislature inadvertently eliminated certain special districts' and other entities ability to levy sales tax on retail marijuana sales.

No one realized the mistake had been made and affected agencies did not hear about the implications until the last couple of days in June. The law went into effect on July 1, 2017.

A number of CASTA members have been impacted - most notably RTD which is losing about \$500,000 a month -- and also RFTA, Gunnison Valley RTA, SMART, and Pikes Peak RTA. Although none of the agencies are losing more than 2% of their budget, every dollar in an agency's' budget is important.

Both the House and Senate introduced bills at the beginning of the session that would fix the mistake. Ann Rajewski, on behalf of CASTA, testified in support of a bill to fix the issue to both the Senate Transportation Committee and the House Finance Committee. The Senate bill died in committee on a party line vote. The House bill was passed in committee, on the House floor and sent to the Senate.

On the second day of the special session Ann testified in support of the House bill in the Senate Transportation Committee but unfortunately the bill died again on a party line vote.

Republicans voting against the bill cited their belief that a vote of the people is required to reinstate the tax in order to follow the TABOR mandate. However, Colorado case law was introduced in testimony stating that an error like this could be fixed by the legislature.

The next opportunity to fix this mistake will be in the 2018 session, although if the Republicans hold firm in their desire to put this to the vote of the people it doesn't look like a "fix" is in our future.

More reading:

An interesting Republican Representative perspective: <http://mailchi.mp/state/colorado-senate-sacrifices-common-sense-on-the-altar-of-tabor-c7p4x4hj4q?e=19564fb006>

A fiery Denver Post Editorial: <http://www.denverpost.com/2017/10/02/shutting-down-special-session-spiteful-and-obstructionist/>

### CDOT-Transit Alliance Transportation Summit

As part of CASTA's back-up plan in case the RTAP contract was not awarded to us, CASTA offered to provide registration and accounting services for the Colorado Transportation Summit for a per-registration fee. More than 1,000 seats were sold for the event, held on October 23, 2017.

### **National RTAP Technical Assistance Conference**

Also as a part of the back-up plan, CASTA bid on and was awarded conference management contract for the National RTAP Technical Assistance Conference, held in Omaha, NE October 29-November 1. More than 300 people registered for the conference. CASTA provided pre-meeting support and staffed the conference. In addition to some extra income, the experience also provided us the opportunity to work with the National RTAP staff, try out a registration software package, and experiment with conference app building and support.