

CASTA Board Meeting Minutes

March 8, 2017

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

Guests: Gail Nehls, Craig Blewitt

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- highlighted items are additions from our auditors that seem reasonable and if we approve, this could be a living document and changes could be approved each 6 months with the newest addition posted to the website

ACTION ITEM	Hank asked to include salary review by the executive committee to the policies and procedures.
ACTION ITEM	Amber requested that the document have the same font throughout and use same capitalization consistency.

Amber- questioned the policy regarding fraud awareness and employees living outside their means. People may have other means of support.

ACTION ITEM	Policy will be removed.
VOTE	Dawn motioned, Scott second, passed unanimously.

2. Changes to bylaws

Shorten time required for membership meeting announcements to something less than 60 days and using new technologies tabled until Strategic Retreat as there may be additional changes.

Elena- Changes to the bylaws needs to go to a vote of the membership.

Hank- Board can recommend the changes to the membership.

Someone asked: Do the bylaws allow for electronic voting?

Amber asked if seven days is the appropriate timeframe. And if the board would approve proposing bylaws changes at the fall conference

Scott asked about electronic voting.

Ann said that it makes the process simpler and results in better data.

Scott said that electronic voting loses the personal contact and sharing of ideas.

Consensus that board would ask membership to approve bylaws changes at the September board meeting.

3. Annual report

The annual report is ready for distribution and is ready for print as well

Will recommended that the report be posted in the Newsletter, Facebook page, Website distribution.

Ann pointed out that printing copies for the legislature, would be a hundred copies .

Tom Coogen will be here at 730 am tomorrow

Won contract to National RTAP Omaha

4. RTAP Contracts

CASTA won National RTAP Contract for Technical Assistance in Omaha, NE in October.

Submitted CDOT RTAP on March 2. Results should hear by end of March.

5. IRA Situation

Paychex (payroll company) misfiled IRA payments from 2009 – 2015. CASTA will re-file 2012-2015. Previous years cannot be refiled.

6. Approve minutes from December

Motion: Dawn Second: David Approved: All

7. Conference sites for '18

Spring 2018 options: Greeley is the top choice. Denver is 2nd. Estes park – 3rd. Ariane met with Greeley. Plenty of meeting space, but might not have sufficient rooms, and would have to reserve a block of rooms in a nearby hotel.

VOTE	Hank moved to pursue contract for 2018 in Greeley. Amber seconded. Motion passed unanimously.
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VOTE	Amber moved to pursue contract for 2019 in Estes Park. Dawn seconded. Motion passed unanimously.
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Fall 2018 will be a co-conference with Rural Transportation and Intercity Bus Conference in Breckenridge.

Fall 2019 conference: vail and keystone top choices. We haven't been to vail in 7 years. Keystone has never hosted a conference.

Dave Averill commented that there might not be many restaurants open. Off season options for September. Would it be better the first week of September?

ACTION ITEM	Ariane will check with sales person for restaurant options.
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Someone said that Vail will have good options. We are looking at the Marriot and a couple of other options.

ACTION ITEM	Ariane will look at Vail and Keystone for Fall 2019.
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8. Schedule At A Glance Spring 2017

Amber asked what is Transit II? Ann explained it is part 2 of the certification offered at the Fall Conference.

Elena said that the conference will be at the refurbished Hilton downtown.

Ariane said that registration is up on the website.

The Board meeting will be on the Tuesday morning the conference starts.

9. Fall conference sessions

Need some more notes here. Please encourage vendors to come.

10. 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 will be ready for the capital projects in May. CDOT will advertise middle of April if the proposal passes committee. Based on annual budget, 5 categories, transition period 5 years to a 6 year not transition. The TRAC committee and the CASTA membership have consensus on the proposal. After each committee meeting member call very well attended, good feedback. The process built confidence and credibility.

11. CDOT Update

Mark provided the following update. The division is approaching full staff. He last made this announcement last announce 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

Couple of list: Local with state contributions

Transit plan major priority for lists

Financial update

IRA situation covered

Audit Result from January not in yet may meeting

Auditor will walk through if you like

Lost money last year but budgeted

First quarter report not done yet, no report

Executive directors report ??

Format nice

Late breaking news

Bill working has dropped,

sales tax increase 3m to CDOT remain to 70 to local, multi modal rest

Huge win

State sales tax. 5 tenths or six tenths, 20 years

Referred measure, significantly cheaper

Less resistance out of the gate

Conversation lands on your shoulders

What services local, do for locality?

CDO 300mil

70/30 Local/multi modal

Mobility, not transit anymore – bike ped transit

Passed through CDOT?

Sets up separate fund

Project selection may not be housed within CDOT

We will keep you abreast

Should relieve conversation about fixing infrastructure, e.g. bridges, pot holes

Money that would go to CDOT prim highway – mark speculates

Can you send us a link to the bill

We will put on facebook

Meeting Wrapped up 7:18

Amber motion, Dawn 2nds, Unanimous, meeting adjourns

Decisions Requested

- 1) Approve minutes from December meeting (Joyce Rihanek) 2

- 2) Potential conference sites for Spring 2018 and Spring and Fall 2019
 - a. Spring: Greeley, Estes Park, Colorado Springs

 - b. Fall: Steamboat Springs, Vail, Copper

3. For Discussion
 - a. Spring Conference draft schedule (Ann and Elena) 4

 - b. Fall Conference sessions (Ann and Elena)

 - c. 5311 progress update and 5310 potential approach (Amber Bake)

 - d. CDOT Update (Mark Imhoff)

4. For your information

a. 2017 Financial Update 6

b. Executive Directors Report