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- I. **Call to Order:** The RDA Board of Directors meeting was called to order at 10:00 a.m. CST on Thursday, December 12, 2019 with Chairman Donald P. Fesko presiding.
- II. **Roll Call:** Present: Chairman Donald P. Fesko, Bill Joiner, Christopher Campbell, Milton Reed, Africa Tarver and Thomas Golab.

Six members were present constituting a quorum.

- III. **General Public Comment:** None
- IV. **Consent Agenda:** B. Joiner motioned to approve the consent agenda with a second by C. Campbell. All were in favor and the motion was approved.

1. **Minutes:** Board Meeting of September 12, 2019
2. **Reports:** MWBE Quarterly Expenditure Compliance (3rd QTR 2019)
3. **Reports:** Buy Indiana Quarterly Report (3rd QTR 2019)
4. **Reports:** Zip Code Quarterly Report (3rd QTR 2019)
5. **Report:** Contractor Utilization Report (3rd QTR 2019)
6. **Compensation:** CEO Annual Compensation/Performance Bonus Review
7. **Amendment:** KPMG Phase III Contract

V. **Actions on Recommendations from Fiscal Task Force**

- i. **Budget:** Proposed 2020 Administrative Budget: B. Sheldrake (PALLC) reported that the focus of the RDA's administrative budget is the personnel and other resources necessary to fund or oversee the financial and administrative operations that are the core of the RDA's mission. The RDA administrative budget is grouped in three categories: a) Personnel, b) Administrative, and c) Professional Consulting Contracts. Although all three categories relate to the general development mission of the RDA, the first two sections may be thought of as the entity's fixed costs base, while the last section's expenditures are necessitated by the RDA's decisions to maintain a relatively lean organizational footprint while at the same time maintaining "on-call" the technical and financial skill sets necessary to mission success. B. Sheldrake noted that the total year over year budgeted change for the Personnel and Administrative Budget groupings is a 6.6% decrease from 2019. This is remarkable for an agency that is experiencing a substantial increase in the demands of its mission.

T. Golab asked if the staffing requirements for the RDA are enough and whether the RDA needs to hire additional staff to carry out the larger workload moving forward.

B. Sheldrake responded and addressed that the RDA is considering bringing in additional staff members and that there is still room in the budget to build in any additional positions, should the RDA plan to hire.

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B.Hanna also addressed that the RDA is in the process of realigning all current staff positions to fit the new workload.

M. Reed motioned to approve the proposed 2020 administrative budget with a second by B. Joiner. All were in favor and the motion was approved.

- ii. **Budget: Proposed 2020 Project Planning and Due Diligence Budget:** B. Sheldrake (PALLC) reported to the Board that the RDA has contracted with several experienced financing and legal entities to assist in providing technical, financial, and legal oversight for the management of the projects. It is expected in early CY2020 that the first of several bond issues will take place and as a result, substantial increases in these vendor costs will be incurred. While it is not possible to state presently the specific amounts, portions of these consulting costs will be eligible for reimbursement from the Federal Transit Administration. The RDA may also choose to fund portions of these costs from the financing proceeds, thereby effectively capitalizing these expenditures over the life of the project. Specific decisions regarding reimbursement and timing are in the future, however the expertise for project oversight is demanded now to fulfill the RDA's role, and therefore the costs must be incurred now for the project to go forward. The resources presented will not be long-term additions to the RDA's budget and organizational chart. B. Sheldrake stated they are directly related to the rail projects. Furthermore, a portion of the funding for these contracted resources will be reimbursed by the FTA within the process of acquiring the federal grant – normally at a 38% reimbursement rate. However, it is important to note that because of the RDA's increased "Statehouse" visibility, expeditious action is required in order to ensure that the project direction and management oversight needed for the rail projects is maintained.

M. Reed motioned to approve the proposed 2020 administrative budget with a second by B. Joiner. All were in favor and the motion was approved.

- iii. **Funding Requests/Match: RDA/NICTD Partnership: FTA TOD Planning Grant:** S.Ziller reported that the RDA recommends allocating a cost match of \$300K to support the two New Starts projects: the Double Track Northwest Indiana project as well as the West Lake Corridor project. Work under this grant will cover the 12 existing Indiana stations located in Lake, Porter, La Porte, and St. Joseph counties in the Federal Transit Administration's grant opportunity to develop a pilot program for planning Transit Oriented Development (TOD) in the areas most impacted by the West Lake extension and Double Track projects. A central factor in making Indiana a desirable location to live for those employed in Chicago is to make the commuting experience similar to that of Illinois suburbs. A way

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to do that includes fast, efficient and on-time transit. Another method is to have thoughtfully planned and faithfully developed transit-oriented developments that allow individuals to rely more on public transit. Collaboration will take place with stakeholder communities to collectively engage in Transit Oriented Development planning process in an organized and thoughtful manner. This process will build on the work already being undertaken by the RDA. This collaboratively undertaken joint exercise will recognize each community's uniqueness while developing a cohesive plan. S. Ziller also mentioned that the RDA cost match will leverage an additional \$1.2M in federal funds to produce a deliverable product to NICTD, RDA and the partner communities in the form of a strategic report.

S. Ziller asked the Board for recommendation to approve the cost match allocations of \$300,000 to match a potential FTA Federal award of \$1.2M for TOD planning and implementation along the proposed WLC and DT route.

B.Joiner motioned to approve the recommendation with a second my C. Campbell. All were in favor and the motion was approved.

- iv. **Policy: Gary Façade Grant Program Update:** D. Hollenbeck reported that in 2016, the RDA was asked by the State of Indiana to work in conjunction with the City of Gary Redevelopment Commission and Office of the Attorney General for the State of Indiana to reinvest sales proceeds from the now dissolved Gary Urban Enterprise Association (GUEA) back into the community to create a façade improvement rebate program. This program was initially limited to a half mile around the Gary Metro, Miller and Clark Road South Shore stations, with an expansion to include GPTC bus routes contemplated in the future. GPTC and the City plan to focus the program on the new Broadway Metro Express (BMX) corridor. Their goal is to leverage the Façade Rebate Program by combining it with \$1M in FTA funds programmed for transit orientated development in NIRPC's 2020-2024 Transportation Improvement Program. These plans include creating criteria to select recipients and actively planning projects, soliciting businesses and developers to take advantage of the program. As a funding stakeholder the RDA would have a hand in approving any criteria. Potential projects are already being planned: a local business wants to co-locate with a GPTC facility near a Broadway stop. GPTC is completing a plan for sustainable landscaping improvements at key BMX stations. And there are over 90 restaurants close to BMX stops in Gary and Merrillville, many of them mom-and-pop stores that could use/are considering the Façade Program and leveraged FTA funds to create cohesive livability on the corridor.

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D. Hollenbeck asked the Board to approve the recommendation of the updated Gary Façade Grant Program policy to include the proposed expansion of the eligibility boundaries.

B.Joiner motioned to approve the recommendation with a second by C. Campbell. All were in favor and the motion was approved.

VI. Project Status Review:

a. Surface Transportation and Development:

- i. **Update:** B. Hanna reported that the RDA is continually keeping up the pace on the Westlake process. As far as Double Track is concerned, it is currently moving from the FTA to the DOT, which is a major move for the project in terms of moving forward and entering into the engineering phase and are awaiting the status.

b. Transit Development Districts:

- i. **Update:** S. Ziller reported that the RDA is continuing the process of drawing the Transit Development Districts around stations on the West Lake and existing South Shore lines. S. Ziller stated that since our last update we have met with officials from Hammond and begun the process there, meaning we are now engaged with all the communities along the West Lake corridor. The RDA is focusing our efforts here because West Lake is further along in the federal funding process. We plan to hold our first public meetings on the TDDs in Munster and Dyer early next year. We also remain engaged with Michigan City and Portage. However, both cities will experience a change in government in January and we are working to bring our new partners up to speed on developments.

S. Ziller also reported that the TDD Steering Committee's next meeting is scheduled for February 19th at 11 a.m. at the Purdue Tech Center and that the public is welcome to attend.

C. RDA Operations:



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- i. **Update:** S. Ziller reported to the Board that the RDA is currently reviewing policies, most specifically the RDA's MWBE/DBE compliance and a few others to update the Board for review. S. Ziller stated that she will update and present to the Board much like she did with the Employee Handbook to proposed changes and seek Board approval at the next Board meeting. Additionally, S. Ziller reported that staff is currently working on finishing the annual report.

VII. **Unfinished Business:**

- i. **Update:** *None*

VIII. **New Business:**

- i. **Update:** *None*

- IX. **2019 Board Planning Calendar:** The quarterly Board meeting structure is reflected in the planning calendar.

- X. **General Public Comment:** *None*

- XI. **Adjournment:** Without further business the meeting was adjourned.

Respectfully submitted by Amy L. Jakubin