

**ROARING FORK TRANSPORTATION AUTHORITY**  
**“Draft” BOARD OF DIRECTORS MEETING AGENDA**  
**TIME:** 8:30 a.m. – 12:00 p.m., Thursday, February 12, 2015  
**USUAL LOCATION:** *Town Hall, 511 Colorado, Carbondale, CO*

*(This Agenda may change before the meeting.)*

	Agenda Item	Policy	Purpose	Est. Time
1	<b>Call to Order / Roll Call:</b>		Quorum	8:30 a.m.
2	<b>Public Hearing</b>			
	A. Proposed <a href="#">Routing</a> Change for Spring, Summer, Fall, and Winter 4:15 p.m. and 5:15 p.m. Down Valley Express Buses Serving Downtown Carbondale - John Hocker and Kent Blackmer, Co-Director of Operations, <b>page 3</b>	2.13	Approve	8:31 a.m.
3	<b>Executive Session:</b>			
	A. <b>Five Matters:</b> Paul Taddune, General Counsel:  Pursuant to C.R.S. 24-6-402(4)(b)(1) conferences with an attorney for the local public body for the purposes of receiving legal advice on specific legal questions concerning potential and pending litigation: (1) Sos v. RFTA; (2) Borell v. RFTA (3) BRT closeout; (4) 10/26/13 bus accident; and pursuant to C.R.S. 24-6-402 4(e) and (f): Personnel matters and CEO Performance Review	3.5.2	Executive Session	8:45 a.m.
4	<b>Approval of <a href="#">Minutes</a>:</b> RFTA Board Meeting, January 8, 2015, <b>p. 7</b>		Approve	9:45 a.m.
5	<b>Public Comment:</b> Regarding items not on the Agenda (up to one hour will be allotted if necessary, however, comments will be limited to three minutes per person)		Public Input	9:50 a.m.
6	<b>Items Added to Agenda – Board Member Comments:</b>	4.3.3.C	Comments	9:55 a.m.
7	<b>Consent Agenda:</b>			10:05 a.m.
	A. Intergovernmental <a href="#">Agreement</a> for Garfield County Senior Programs – Traveler Services 2015 – Dan Blankenship, CEO, <b>page 16</b>	2.3	Approve	
	B. Nine-Party <a href="#">Memorandum</a> of Understanding Regarding Garfield County Senior Programs for 2015 – Dan Blankenship, CEO, <b>page 17</b>	2.3	Approve	
8	<b>Public Hearing:</b>			
	A. Resolution 2015-03: RFTA <a href="#">Supplemental</a> Budget Appropriation - Michael Yang, Director of Finance, <b>page 18</b>	4.2.5	Approve	10:10 a.m.
9	<b>Presentations/Action Items:</b>			
	A. Draft Rio Grande Railroad Corridor <a href="#">Access</a> Control Plan Update Presentation – Angela Kincade, Assistant Director, Project Management and Facilities Operations, <b>page 22</b>	1.1.C	Discussion Direction	10:20 a.m.
<b>(This Agenda Continued on Next Page)</b>				

	<b>Agenda Item</b>	<b>Policy</b>	<b>Purpose</b>	<b>Est. Time</b>
9	<b>Presentations/Action Items (Continued):</b>			
	B. Update: Due <a href="#">Diligence</a> Regarding a Lease/Purchase Agreement to Acquire a Clean Energy Collective Solar Array to Offset RFTA's Holy Cross Energy Utilization – Dan Blankenship, CEO and Jason White, Assistant Planner, <b>page 25</b>	<b>1.1</b>	<b>Update/Direction</b>	<b>10:50 a.m.</b>
	C. Update Regarding <a href="#">Management</a> of RFTA Park & Ride Facilities – Mike Hermes, Director, Facilities, Property and Trails, <b>page 29</b>	<b>4.2</b>	<b>Direction</b>	<b>11:10 a.m.</b>
	D. Proposed Amendments to RFTA Board Governing Policy 2.8 on Board <a href="#">Awareness</a> and Support – Dan Blankenship, CEO, <b>pg. 32</b>	<b>2.8</b>	<b>Approve</b>	<b>11:25 a.m.</b>
	E. Proposed Amendments to RFTA Board Governing Policy 2.9 on Rio Grande <a href="#">Corridor</a> – Dan Blankenship, CEO, <b>page 34</b>	<b>2.9</b>	<b>Approve</b>	<b>11:30 a.m.</b>
	F. Status of 1340 Main Street Carbondale Vested <a href="#">Development</a> Rights – Mike Hermes, Director of Facilities, <b>page 35</b>	<b>4.2.5</b>	<b>Direction</b>	
10	<b>Information/Updates:</b>			
	A. CEO <a href="#">Report</a> – Dan Blankenship, CEO, <b>page 37</b>	<b>2.8.6</b>	<b>FYI</b>	<b>11:40 a.m.</b>
11	<b>Issues to be Considered at Next Meeting:</b>			
	To Be Determined at February 12, 2015 Meeting	<b>4.3</b>	<b>Meeting Planning</b>	<b>11:55 a.m.</b>
12	<b>Next Meeting:</b> 8:30 a.m. – 12:00 p.m., March 12, 2015 at Carbondale Town Hall	<b>4.3</b>	<b>Meeting Planning</b>	<b>11:57 p.m.</b>
13	<b>Adjournment:</b>		<b>Adjourn</b>	<b>12:00 p.m.</b>

**Mission/Vision Statement:**

*“RFTA pursues excellence and innovation in providing preferred transportation choices that connect and support vibrant communities.”*

**Values Statements:**

- ✓ **Accountable** – RFTA will be financially sustainable and accountable to the public, its users, and its employees.
- ✓ **Affordable** – RFTA will offer affordable and competitive transportation options.
- ✓ **Convenient** – RFTA's programs and services will be convenient and easy to use.
- ✓ **Dependable** – RFTA will meet the public's expectations for quality and reliability of services and facilities.
- ✓ **Efficient** – RFTA will be agile and efficient in management, operations and use of resources.
- ✓ **Safe** – Safety is RFTA's highest priority.
- ✓ **Sustainable** – RFTA will be environmentally responsible.

**RFTA BOARD OF DIRECTORS MEETING  
 “PUBLIC HEARING” AGENDA SUMMARY ITEM # 2. A.**

<b>Meeting Date:</b>	February 12, 2015
<b>Agenda Item:</b>	Proposed Routing Change for Spring, Summer, Fall, and Winter 4:15 p.m. and 5:15 p.m. Down Valley Express Buses Serving Downtown Carbondale
<b>POLICY #:</b>	<b>2.1.3: Treatment of the Public</b>
<b>Strategic Goal:</b>	Update Board Governance Policies
<b>Recommendation:</b>	<ol style="list-style-type: none"> <li>1. Review staff’s proposed routing change for the 4:15 p.m. and 5:15 p.m. down valley Express buses; and</li> <li>2. Authorize staff to provide notice to the Public of a 30-day comment period and a Public Hearing regarding the proposed changes, which will be held in conjunction with the RFTA Board of Directors meeting on February 12, 2015.</li> </ol>
<b>Presented By:</b>	John Hocker and Kent Blackmer, Co-Directors of Operations
<b>Core Issues:</b>	<p>By Resolution 2014-08, RFTA Board Policy 2.1.3 was amended to read as follows (changes in <b><i>bold italics</i></b>):</p> <p>The CEO shall not:</p> <ol style="list-style-type: none"> <li>3. Fail to clearly communicate to the public what may be expected from the services offered. <b><i>The public shall be provided an opportunity to comment on proposed “major” service reductions and to any changes in fares at least 30 days prior to implementation of them. Major service changes are defined as:</i></b> <ul style="list-style-type: none"> <li>• <b><i>Reductions in service hours for an upcoming season that are greater than 10% when compared to the same season in the previous year</i></b></li> <li>• <b><i>Elimination of a route or a portion of a route (except for seasonal services such as the Bike Express)</i></b></li> <li>• <b><i>Reductions in regular headways of 20% or greater</i></b></li> <li>• <b><i>Other changes that RFTA staff may deem significant</i></b></li> </ul> </li> </ol> <p><b><i>The requirement for an opportunity for public comment on proposed “major” service reductions and to any changes in fares at least 30 days prior to their implementation may be waived by the RFTA Board in the event of an emergency. In the event the emergency waiver is exercised, an opportunity for public comment will be scheduled as quickly as possible after the waiver is exercised.</i></b></p> <p><b><u>Proposed Routing Change:</u></b></p> <ol style="list-style-type: none"> <li>1. At the beginning of the 2015 Spring Season (April 13, 2015), staff is proposing that the 4:15 p.m. and 5:15 p.m. down valley Express buses from Aspen to Glenwood Springs, no longer service downtown Carbondale as they do currently. Instead, these two buses would transfer their passengers to the Carbondale Commuter Connector Service at the Carbondale Park &amp; Ride facility.</li> </ol>

	<ol style="list-style-type: none"> <li>2. This change is being proposed in order to eliminate duplicative services, reduce bus noise impacts on the Carbondale Commercial Core, and to help expedite the trips of passengers headed to Glenwood Springs.</li> <li>3. Summer boarding and alighting data for the 4:15 down valley Express indicate that approximately 3 riders per day on average disembarked at the Carbondale Park &amp; Ride, whereas a total of 6 riders, on average, disembarked at the Subway and Pool stops. Winter 2015 boarding and alighting data for the 4:15 down valley Express indicate that approximately 5 riders per day on average disembarked at the Carbondale Park &amp; Ride, whereas a total of 8.5 riders, on average, disembarked at the Subway and Pool stops.</li> <li>4. Boarding and alighting data from spring and summer 2014, for the 5:15 p.m. down valley Express, indicate that approximately 8 riders per day on average disembarked at the Carbondale Park &amp; Ride facility, whereas a total of 3 to 4 riders, on average, disembarked at the Subway and Pool bus stops. Winter 2015 boarding and alighting data for the 5:15 p.m. down valley Express, indicate that approximately 6 riders per day on average disembarked at the Carbondale Park &amp; Ride facility, whereas a total of 4 riders, on average, disembarked at the Subway and Pool bus stops</li> <li>5. The proposed change was suggested by a Glenwood Springs-bound passenger; however, after reviewing the ridership and weighing the pros and cons, staff believes that this change would be beneficial.</li> <li>6. Pending the Board's authorization, will make this change effective April 12, 2015.</li> </ol>
<b>Policy Implications:</b>	See Core Issues above.
<b>Fiscal Implications:</b>	No major fiscal implications are anticipated.
<b>Attachments:</b>	Yes, please see a copies of the Notice regarding the proposed route change that was published in newspapers and posted on RFTA's website, below. Also, please see written Public comments in Public Hearing 02-12-15.pdf included in the February 2015 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the Board Agenda packet.

# PUBLIC HEARING NOTICE

PROPOSED SERVICE CHANGES TO  
AFTERNOON RUBEY PARK EXPRESS  
ROUTES DOWNVALLEY.



## **PROPOSED CHANGES: THE 4:15 PM & 5:15 PM CARBONDALE/GLENWOOD EXPRESS BUSES WILL NO LONGER STOP IN DOWNTOWN CARBONDALE.**

To reduce the duplication of services in Downtown Carbondale, RFTA will be modifying the following two routes in upcoming seasons by omitting the Downtown Carbondale stops.

In upcoming seasons these two downvalley express routes will stop at the Carbondale Park & Ride and then proceed to Glenwood Springs destinations. **A transfer at the Carbondale Park & Ride via the Carbondale Circulator will be required to travel to downtown Carbondale.**

Written comments on these proposed service changes should be addressed to Roaring Fork Transportation Authority, Attention Edna Adeh, 2307 Wulfsohn Road, Glenwood Springs, CO 81601 or by email to eadeh@rfta.com.

**RFTA will hold a Public Hearing on the proposed service changes on February 12, 2015, at 8:30 a.m. at the Carbondale Town Hall at 511 Colorado Ave., Carbondale, CO 81623.**

# NOTICIA DE AUDIECIA PUBLICA

CAMBIOS PROPUESTOS HACIA LOS  
SERVICIOS EXPRESS DE ASPEN/RUBEY PARK



## **CAMBIOS PROPUESTOS: EL AUTOBUS DE LAS 4:15 PM Y 5:15 PM CARBONDALE/GLENWOOD EXPRESS NO TENDRÁN PARADAS EN EL CENTRO DE CARBONDALE.**

Para reducir la duplicación de servicios en centro de Carbondale, RFTA modificara la ruta EXPRESS en próximas temporadas por eliminando las paradas al centro Carbondale.

**Una transferencia sera nesesaria en el Carbondale Park and Ride por medio del Circulador de Carbondale para viajar al centro de la ciudad en Carbondale.** Los autobuses Express continuarán desde el Carbondale Park and Ride a Glenwood Springs.

Comentarios sobre propuesto cambios de servicio deben dirigirse a Roaring Fork Transportation Authority, Attention Edna Adeh, 2307 Wulfsohn Road, Glenwood Springs, CO 81601 o por correo electronico [aeadeh@rfta.com](mailto:aeadeh@rfta.com).

**RFTA tendra una junta de audiencia pública sobre los cambios propuesto hacia el servicio el 12 de Febrero del 2015, a las 8:30am en el Ayuntamiento de Carbondale en 511Colorado Ave., Carbondale, CO 81623.**

**ROARING FORK TRANSPORTATION AUTHORITY  
BOARD MEETING MINUTES  
January 8, 2015**

**Board Members Present:**

Jacque Whitsitt, Chair (Town of Basalt); Markey Butler (Town of Snowmass Village); Kathy Chandler-Henry (Eagle County); Stacey Bernot (Town of Carbondale); Bob Gordon (Town of New Castle); Steve Skadron (City of Aspen); Ted Edmonds (City of Glenwood Springs).

**Voting Alternates Present:**

**Non-Voting Alternates Present:**

Patrick Stuckey (Town of New Castle); George Newman (Pitkin County); Dave Sturges (City of Glenwood Springs).

**Staff Present:**

Dan Blankenship, Chief Executive Officer (CEO); Paul Taddune, General Counsel; Edna Adeh, Board Secretary; Mike Hermes, Angela Kincade, Abbey Pascoe, Amy Skinner, Facilities & Trails Department; Kent Blackmer, Operations Department; Collina Washington, Procurement Department; Michael Yang Finance Department; Kenny Osier, Maintenance Department; David Johnson, Jason White Planning Department.

**Visitors Present:**

Lynn Rumbaugh, City of Aspen; Geoff Guthrie, City of Glenwood Springs; Dave DiFulvio, Charlie Tucker, Farnsworth Group; J. Harrington, Carbondale; T. Allen, Garfield County; Lee Barger, SGM, Inc.

**Agenda**

**1. Roll Call:**

Jacque Whitsitt, Chair, declared a quorum to be present (6 member jurisdictions present) and the meeting began at 8:32 a.m.

**2. Executive Session:**

**Jacque Whitsitt read the topics and legal justifications of the scheduled Executive Session prior to the motion to adjourn into Executive Session:**

- A. Pursuant to C.R.S. 24-6-402(4)(b)(1) conferences with an attorney for the local public body for the purposes of receiving legal advice on specific legal questions concerning potential and pending litigation: (1) Sos v. RFTA; (2) Borell v. RFTA (3) BRT closeout; (4) 10/26/13 bus accident; and pursuant to C.R.S. 24-6-402 4(e) and (f) personnel matters: (5) CEO Performance Review.**

**Stacey Bernot made the motion for the RFTA Board to adjourn into Executive Session. Michael Owsley seconded the motion and it was unanimously approved. The Board adjourned into Executive Session at 8:33 a.m.**

RFTA staff present at the Executive Session included: Dan Blankenship, Edna Adeh, Paul Taddune, Mike Hermes and Nick Senn. Attending Executive Session on the personnel matters

were Dan Blankenship, Paul Taddune and Edna Akeh. Paul Taddune and Edna Akeh were present at the section of Executive Session for the CEO Performance Review.

Kathy Chandler Henry (Eagle County) arrived at 8:39 a.m. which increased the number of jurisdictions present to seven.

Markey Butler (Town of Snowmass Village) arrived at 8:44 a.m. increasing the number of jurisdictions present to eight.

**Michael Owsley moved to adjourn from Executive Session into the regular Board Meeting and Bob Gordon seconded the motion. The motion was unanimously approved.**

**No action was taken during the Executive Session. The Executive Session was adjourned at 9:18 a.m.**

**3. Approval of Minutes:**

**Ted Edmonds moved to approve the minutes of the November 13, 2014 Board Meeting and Bob Gordon seconded the motion. The motion was unanimously approved.**

**4. Public Comment:**

Members of the public were not present to comment. Whitsitt said she would seek public comment again at a later time during the meeting.

After the presentation of Item #7.A. at 10:12 a.m. Whitsitt asked again if any member of the public would like to address the Board or make a comment. There were none.

**5. Items Added to Agenda – Board Member Comments:**

No items were added to the meeting agenda.

Whitsitt then asked if any Board member had comments or questions regarding issues not on the meeting agenda.

Steve Skadron thanked RFTA bus operators that were driving during the Holidays, particularly in light of the volume of crowds. He mentioned some issues that he wanted to share with the Board members and staff in particular.

- A. Reminder to bus operators that pedestrians have priority crossing streets, and that bus operators should obey the speed limit;
- B. There should be consistency in training of bus operators;
- C. Status of GPS app for the bus tracker;

Dan Blankenship said that specific feedback—especially reporting the bus number and time of day--is essential to helping correct mistakes. Information for downloading phone apps that track RFTA buses can be found at [www.rfta.com](http://www.rfta.com).

Board members also suggested that RFTA extend the training period for bus operators; allow new drivers to ride along with more seasoned ones; help drivers understand the varying transportation environment, culture and expectations inherent in each community; and examine partnership with other jurisdictions to swap employees in off-season periods.



Blankenship responded that new bus operators undertake extensive training, touching on many of these issues. Due to the seasonal nature of transit service in the Roaring Fork Valley, RFTA must hire and train contingents of new drivers each season, particularly for the winter season. Drivers must be trained for proficiency on all routes, and it takes a few weeks for the new hires to gain a thorough understanding. There may be an opportunity to recruit drivers from Alaska as they end their peak summer season, so that RFTA can enlist drivers that are already CDL-trained and used to the rigors of operating in the Roaring Fork Valley environment.

Blankenship said he will look into all the concerns and issues raised by Board members and report back next month in his CEO Report.

**6. Consent Agenda:**

Jacque Whitsitt asked if any Board Member had questions or comments regarding items on the Consent Agenda.

- A. **2015 Intergovernmental Agreement (IGA) Renewal Letter (Grand Hogback Service for 2015) – Dan Blankenship, CEO**
- B. **Resolution 2015-01: Supporting the Application for a Grant from Energy and Mineral Impact Assistance Program to Construct Components of the Glenwood Maintenance Facility Renovation and Expansion Project – David Johnson, Director of Planning**

**Stacey Bernot made a motion to approve the Consent Agenda in its entirety and Michael Owsley seconded the motion. The motion was unanimously approved.**

**7. Presentation/Action Items:**

- A. **Draft Rio Grande Railroad Corridor Access Control Policies Update Presentation – Angela Kincade, Assistant Director, Project Management and Facilities Operations.**

Angela Kincade informed the Board that the draft Access Control Plan (ACP) and the 2014 RFTA Railroad Corridor Design Guidelines and Standards (DG) will be on the web tomorrow (January 9, 2015). She distributed hardcopies to each Board member.

The original ACP, Kincade explained, was established from the perspective of maintaining a non-motorized trail; this Plan is drafted with the intent of maintaining a railbanked rail right of way. The Plan is intended to address all possible uses, and, consequently, includes updated forms for requests for private crossings and other matters. Skadron asked if the rail corridor synonymous with the “bike path.” Blankenship and Kincade said that the updated ACP encompasses not just the bike path, but the entire ROW. The rail corridor is defined in the Overview section of the document; essentially 50’ to 200’ in width, 460 acres, and 34 miles in length.

Stacey Bernot inquired if there would be notices provided directed to the adjacent property owners. It would be helpful to provide extra outreach to them, given the complexity of maintaining the rail corridor, and the potential impacts and consequence to adjacent owners and residents. Whitsitt echoed this concern. Private developers are mandated to notice surrounding property owners of proposed land use changes, and local governments should be held to the same standard.

Kincade responded that about 90% of property owners are already licensed. The documents will not only be on RFTA web-site, but flyers will be distributed to the adjacent property owners, and RFTA will publish Public Hearing Notices in two major newspapers in the valley. Whitsitt requested that Kincade contact each jurisdiction and ask if they would like to have a presentation on ACP and DG at a Board meeting.

Ted Edmonds asked how it is determined whether a crossing is public or private, and about the process for working with the Public Utilities Commission (PUC) to establish public crossings.

Kincade and Blankenship responded that, if RFTA and the applicant are in agreement, they approach the PUC jointly; if not, RFTA will not support the application. The Board has the right to review applications (and appeals), but it is not a de facto review by the Board.

Skadron also asked if this plan is referenced conspicuously in the Strategic Plan, and if it addresses the MRI application and previous requests to cross the corridor. Kincade and Blankenship responded that yes, the new draft ACP provides guidelines for processes and decision-making, but not a yes/no answer. Each request is ultimately a Board decision. Applicants will have to bear all future risks involved with future reversion to rail transportation or mass transit use.

Bernot stated that the Board needs to discuss the conflict between preserving the railbanked corridor for future rail, and doing what elected officials need to do for their communities. Having lived in the area when it was an active railroad, Bernot did not believe that property owners are aware of what this would look like with active rail. Will we reach a point where we might choose to abandon the rail ROW? Bernot suggested that the Board have a discussion on the viability of future rail service. Edmonds and Whitsitt responded that a work session should be devoted to this topic, and that staff should create an agenda.

The public comment period for the ACP ends on February 9, Kincade said. Staff will then review and update the ACP and DG documents. RFTA's team of railroad attorneys and engineers will attend the March 2015 Board meeting to discuss both documents and answer questions from the Board and Public. Staff plans to submit the updated Plan to the RFTA Board for adoption at the April Board meeting

The Board took a short break from 10:12 a.m. to 10:20 a.m.

**B. Update: Due Diligence Regarding a Lease/Purchase Agreement to Acquire a Clean Energy Collective Solar Array to Offset RFTA's Holy Cross Energy Utilization – Dan Blankenship, CEO and Jason White, Assistant Planner**

Blankenship referred the Board to page 20 of the Board packet, which thoroughly explains the core issues of this project. RFTA's Bond Counsel recently determined that a lease/purchase agreement with Alpine Bank may not qualify for tax-exempt status. In RFTA's case, Alpine Bank would be purchasing the array and leasing it back to RFTA, and Alpine Bank would receive the tax credits. Lacking RFTA's clear path to ownership for the first five years, the lease/purchase agreement would not qualify for tax-exempt status, at least for that time period.

Whitsitt and Bernot expressed some surprise that the tax exempt lease purchase issue had not been resolved at this point. Blankenship responded that the attorneys are trying to work it out. Although there might be tax implications and higher interest rates for the first 5 years, RFTA believes that the project will achieve financial sustainability goals. RFTA staff will follow up with more concrete information on the lease/purchase agreement and its financial implications

**C. Policy Direction Regarding Management of RFTA Park & Ride Facilities – Mike Hermes, Director of Facilities, Property and Trails.**

Mike Hermes discussed the success of BRT and its impacts on parking availability at RFTA park and rides, particularly 27th Street in Glenwood Springs and the Carbondale PNR. Hermes is seeking direction on policies that will prohibit using these PNRs for anything but accessing the RFTA transit system.

Hermes proposed, as a start, that RFTA post a sign prohibiting parking for anyone but those boarding a RFTA bus and that RFTA hire someone to enforce by rotating through RFTA's park and rides. RFTA can attain 80% to 90% compliance this way, said Hermes, which will free up parking capacity equivalent to building a new PNR.

Owsley commented that RFTA put itself in this position because RFTA chose not to purchase more parking, and he expressed reluctance to penalize people for something that is not a health and safety issue. Bernot, however, said that indiscriminate parking is a health and safety issue when others get blocked in, and that RFTA should enforce parking policies to ensure that the PNRs can be used for workers to park their vehicles and ride the RFTA buses. Long term parking should be disallowed, in favor of daily commuter use. In addition to enforcement, Bernot suggested advertising that the Carbondale Town Hall lot is available. Owsley concurred that RFTA should direct people to "unconstrained" parking areas.

Hermes said that RFTA currently tows cars if they have been parked at the PNRs for multi-day periods, if they are blocking the sidewalk, interrupting vehicle circulation, or parked on landscaping.

Hermes asked for confirmation that that the was Board generally in agreement to limit PNR spaces to transit users and to direct PNR users to "unconstrained" parking areas. Hermes suggested enforcing the rule of "transit users parking only" in addition to educating passengers on alternative parking lots. Hermes will provide samples of signs at the next Board meeting for the Board's approval. If the parking issues get worse, Hermes suggested considering options such as paid parking or restricting parking to RFTA pass holders.

**Bernot made a motion to direct staff to pursue the parking enforcement plan by limiting parking to transit users only and suggesting other lots option by placing signage in bus stations' P&Rs and bringing back the plan for Board's review. Bob Gordon seconded the motion.**

#### **Discussion:**

Newman said—consistent with Owsley's sentiments—that RFTA should start with advertising other parking options before it starts penalizing people. Bernot disagreed, advocating for random enforcement. We are in peak season, she explained, people are harried and irritable, they need to get to work, and they get very angry when people displace the parking for legitimate PNR patrons. City Market can tow and boot just by posting a sign, why not RFTA?

Hermes said that RFTA would like to provide some notification before booting or towing. Bernot responded that she did not think it was prudent to wait 60 days to start enforcement, while we are in the middle of peak season. Skadron and Edmonds concurred that education will not solve the problem, and that some degree of enforcement will be necessary.

**Whitsitt asked for a vote on the motion and with all Board members in favor, it was unanimously approved.**

Hermes committed to coming back with such a plan. Concurrently, he said, RFTA will continue to tow when people park in front of hydrants and in circulation areas and RFTA will need to find resources for enforcement in the future.

#### **Other Business:**

Newman asked Hermes for an update on the installation of wind blocks or doorways at BRT stops to keep out wind and cold. Hermes responded that he has not reviewed all the stops, but there are heaters at each station and they seem to be appreciated by RFTA passengers. RFTA has created

temporary doors at some stations; if the Board wants permanent doors, RFTA will need to construct them in a professional manner, at an estimated cost of \$10,000 to \$20,000 for design, and \$100,000 for construction.

Whitsitt requested that this issue be included in the agenda for a future Board meeting.

**D. 2015 Update of RFTA 5-Year Strategic Plan – David Johnson, Director of Planning**

Johnson stated that RFTA updated the Strategic Plan in late December by verifying Year 2014 accomplishments, and by updating proposed goals and projects for Year 2015.

Blankenship commented that the Strategic Plan should be considered a living document since it will be changing frequently. In response to Owsley's question about including the PNR issues, Blankenship said that the Carbondale parking lot expansion is addressed in the Strategic Plan and the parking issue discussed today can be added to that goal as well.

Johnson stated that we are also in the process of planning to address "last mile" accessibility to and from the BRT bus stations, particularly in Glenwood Springs, Carbondale and Basalt, where lack of parking is most acute. The discussion will be focused on strategies to improve overall mobility and accessibility in the areas surrounding these BRT stations. A combination of strategies may be employed, based on community goals and preferences, including but not limited to: adding surface or structured parking; implementing or expanding local transit systems; and improving bicycle and pedestrian infrastructure and way-finding.

In response to a question from David Sturges, Johnson responded that the Regional Travel Patterns Study is nearly complete, and should be finalized within two months. The main purpose of the study was to update the previous studies prepared in 1998 and 2004. The information compiled in this study may be used as justification for "last mile" accessibility strategies and for other transportation projects.

Whitsitt asked for a motion on the presented 2015 5-Year Strategic Plan.

**Bernot moved to adopt the 2015 5-Year Strategic Plan as presented with the addition of parking issue seconded by Owsley the motion was unanimously approved.**

**E. Proposed Routing Change for Spring, Summer, Fall, and Winter 4:15 p.m. and 5:15 p.m. Down Valley Express Buses Serving Downtown Carbondale –Kent Blackmer, Co-Director of Operations**

Blackmer proposed to truncate the trips of the 4:15 p.m. and the 5:15 p.m. downvalley express buses in Carbondale, limiting the stops to the Carbondale Park and Ride. Based on ridership data, estimated time savings, and comments from passengers, Blackmer believes that that this routing change will improve passenger satisfaction and efficiency.

With Board's approval of this change, RFTA will post Public Hearing Notices on the RFTA web-site, in newspapers in two languages, and in every jurisdiction for public information and comment. The comment period will last 30 days, culminating in a Public Hearing at the February 2015 Board meeting. RFTA will present comments received, and people are welcome to comment in person.

Bernot suggested highlighting the downtown Carbondale change in the flyer. Blackmer concurred.

Newman asked for extension of winter season service by at least a week, since the ski areas will stay open until April 19<sup>th</sup>. Blackmer said that we will be readjusting to the demand and will continue doing that during spring season. Blankenship stated that even with reduced service in off-season we are still providing the BRT service, Monday-Friday at 12-minute intervals during peak morning

and evening travel hours. RFTA will also provide extra service during the weekends, when capacity is an issue.

**Bernot made a motion to accept the proposed Routing Change for Spring, Summer, Fall, and Winter 4:15 p.m. and 5:15 p.m. Down Valley Express Buses Serving Downtown Carbondale with a minor change in the flyer by highlighting the Carbondale routing change, Bob Gordon seconded the motion and the motion was unanimously approved.**

## **8. Information/Updates:**

### **A. CEO Report – Dan Blankenship, CEO**

Blankenship wished to highlight two particular issues. First, the Regional Transportation Authority Act sunset date for voter-approved property tax increases is January 1<sup>st</sup>, 2019. One of RFTA's goals for 2015 is to work with State lawmakers and CASTA to consider extending the sunset date. Blankenship believes that CASTA will recommend pursuing it next year. Blankenship also plans to discuss with CASTA the potential to include Eminent Domain power in the legal transportation authority act.

The next issue is analysis of two recent bus tire fires and how RFTA plans to prevent future occurrences. The primary cause was hot brakes. As Director of Maintenance Kenny Osier explained, the air brake pressure needs to maintain 120 psi; otherwise, the brake may partially apply. If the pressure drops to 60 psi or lower, an alarm will sound and the brake will fully apply, for safety reasons. In the most recent case, the driver was aware that the brake was dragging; however, it was New Year's Day and a bustling day for transit passengers. The driver did not wish to interrupt operations by grounding the bus and sending out personnel to fix it or tow it. With no passengers on board, he chose to drive the bus the short distance back to the Aspen Maintenance Facility. The bus fire started within the confines of the AMF, and the Aspen Fire Department, located next door, responded immediately and extinguished the fire promptly.

Up to now, said Osier, drivers have lacked awareness of how quickly brakes can overheat and cause fires. Moreover, said Osier, the buses have become very technologically sophisticated, with a "mind-boggling" array of lights and sounds. RFTA is now telling all drivers to heed the warnings and not risk creating these incidents in the interest of operational expediency.

The bus will be re-deployed by x-games, and will need more extensive repair after that.

Edmonds pointed out that the ridership has increased by 20%, but fares have only increased by one percent.

Blankenship responded that the implicit comparison presented in the report between the ridership change and the fare change is not apples-to-apples, because ridership is comparing this year's ridership with last year's ridership and fare information is compared to budget. In addition there are other considerations, in that some services are fare-free (such some City of Aspen routes) or fares are paid through Elected Officials Transportation Committee subsidies through a pre-determined rate (such as regional services between Aspen and Snowmass). On the fare-related routes, some passengers pay cash per ride, while others purchase stored-value, stored trip, monthly and seasonal fare media, which creates surges and lags in fare revenue collections.

Blankenship indicated that staff has taken the relationship between ridership and fare collections in to consideration when budgeting fare revenue. Owsley requested the Board be provided with is information. Also, Edmonds requested that future reports on current year fare revenue include the comparison with the previous year's fare revenue.

Newman asked how RFTA was preparing for X Games this month, which is the biggest weekend of the year. All events are at Buttermilk.

Blackmer responded that this year the X-Games Event Organizers are going to charge entry fees for the concerts. They plan to get everyone off -site after each day's competition and then let them back in for the concerts. This will likely create several mass movements of people, which will impact RFTA. Additionally, the Event Organizers have reconfigured the Buttermilk parking lot, forcing RFTA buses to stage on Owl Creek Road.

Blankenship stated that John Hocker, Co-Director of Operations, is RFTA's point person for X-Games and is in working cooperatively with Event Organizers and jurisdictions. Although private providers assist, RFTA is the face of transit, and needs the support of jurisdictions for these events. Hocker will contact the Pitkin County Special Events Manager if RFTA experiences any issues. Newman mentioned that BOCC has two meetings next week, and RFTA is welcome to approach the Board with any concerns.

Patrick Stuckey inquired about the 24% increase in ridership year-to-date on the Grand Hogback service. Blankenship and Blackmer responded that RFTA operated an additional mid-day trip between Glenwood Springs and New Castle, and that popularity of BRT service may influence Grand Hogback ridership. RFTA will examine the ridership changes in more detail and provide some analysis at the next Board meeting. Stuckey suggested that RFTA consider expanding BRT to the Grand Hogback service area. Skadron concurred and suggested the topic be presented at a future Board meeting.

## **9. Board Governance Process:**

### **A. Resolution No. 2015-02: Election of RFTA Board Officers for 2015- Paul Taddune, General Counsel**

Whitsitt announced that she would like to nominate Stacey Patch-Bernot for Chair and Kathy Chandler-Henry as Vice-Chair. She asked if any other Board member were interested in nominations. No other Board members expressed interest.

Paul Taddune stated a Board Chair and Vice-Chair needed to be elected at the first Board meeting of the calendar year, and that Whitsitt was term limited.

**Michael Owsley moved to approve Stacey Patch-Bernot to serve as Board Chair; Kathy Chandler-Henry as Vice-Chair; Edna Adeh as Board Secretary; and Michael Yang as RFTA Board Treasurer for Fiscal Year 2015. Steve Skadron seconded the motion. The motion was unanimously approved.**

Stacey Bernot left the Board meeting at 11:55 a.m.; the Board still maintained its quorum with seven jurisdictions present.

As a result, the 2015 RFTA Board Officers were as follows:

Chair:	Stacey Patch-Bernot, Town of Carbondale
Vice-Chair:	Kathy Chandler-Henry, Eagle County
Secretary:	Edna Adeh, RFTA Board Secretary, Executive Assistant to the CEO, and Regulatory Compliance Administrator
Treasurer:	Michael Yang, Board Treasurer and RFTA Director of Finance

Whitsitt remarked that that the RFTA Board is a valuable, public-oriented, policy- focused Board that looks at the big picture. She was very proud to have served as the Chair for this Board.

Blankenship thanked Whitsitt for her service as RFTA Board Chair for the last two years and of her many years on RFTA Board.

10. **Issues to be Considered at Next Meeting:** To be determined at January 8, 2015 Meeting.

No specific issues were identified to be considered at the next RFTA Board meeting.

11. **Next Meeting:** 8:30 – 12:00 p.m., February 12, 2015 at Carbondale Town Hall

12. **Adjournment:**

**Ted Edmonds moved to adjourn the Board meeting and Steve Skadron seconded the motion. The motion was unanimously approved.**

**The Board meeting adjourned at 12:01 p.m.**

Respectfully Submitted:

Edna Adeh  
Secretary to the Board of Directors

**RFTA BOARD OF DIRECTORS MEETING  
“CONSENT” AGENDA SUMMARY ITEM # 7. A.**

<b>Meeting Date:</b>	February 12, 2015
<b>Agenda Item:</b>	Intergovernmental Agreement for Garfield County Senior Programs Traveler Services - 2015
<b>Presented By:</b>	Dan Blankenship, Chief Executive Officer
<b>Policy #:</b>	<b>4.2.5 – Board Job Products</b>
<b>Strategic Goal:</b>	Build Partnerships with Garfield County and Western Garfield County Communities
<b>Staff Recommends:</b>	Please approve the Intergovernmental Agreement for Garfield County Senior Programs Traveler Services – 2015 and authorize the RFTA Chair to execute it.
<b>Core Issues:</b>	<ol style="list-style-type: none"> <li>1. In 2008, RFTA was designated the provider of the Traveler Senior Transportation Program services, which it has provided from 2009 through 2014 pursuant to the Intergovernmental Agreement for Garfield County Senior Programs - Traveler Program.</li> <li>2. Garfield County has updated the IGA for 2015.</li> <li>3. Staff is requesting the Board to approve the IGA and authorize the Board Chair to execute it. The Agreement has been reviewed by RFTA's Counsel.</li> </ol>
<b>Background Information:</b>	See Core Issues
<b>Policy Implications:</b>	Board Job Products Policy 2.4.5 states, “The Board will approve RFTA’s annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy).”
<b>Fiscal Implications:</b>	The total estimated budget for the Traveler in 2015 is \$708,400. RFTA will be reimbursed by Garfield County for its documented expenses connected with providing the Traveler transportation service in 2015, up to \$514,537. The City of Glenwood Springs will also contribute \$30,000 to RFTA to defray costs related to the ADA Complementary Paratransit Service that it receives from the Traveler. In addition to these amounts, RFTA is contributing \$163,863 towards the Traveler’s expenses in 2014 to defray the prorated cost allocated to its members (Glenwood Springs, Carbondale, and New Castle) by the County’s cost allocation methodology. However, RFTA anticipates receiving a \$40,000 administrative fee payment for providing the service that will reduce its net contribution to the Traveler to approximately \$123,863.
<b>Additional Info:</b>	Yes, see the 2015 Traveler IGA and 9-Party MOU included in the February 2015 RFTA Board Meeting Portfolio.pdf attached to e-mail transmitting Board Agenda packet.



**RFTA BOARD OF DIRECTORS MEETING  
“CONSENT” AGENDA SUMMARY ITEM # 7. B.**

<b>Meeting Date:</b>	February 12, 2015
<b>Agenda Item:</b>	9-Party Memorandum of Understanding (MOU) Regarding Garfield County Senior Programs for 2015
<b>POLICY #:</b>	<b>4.2.5: Board Job Products</b>
<b>Strategic Goal</b>	Build Partnerships with Garfield County and Western Garfield County Communities
<b>Presented By:</b>	Dan Blankenship, Chief Executive Officer
<b>Recommendation:</b>	Please approve the 9-Party MOU and authorize the RFTA Chair to execute it.
<b>Core Issues:</b>	<ol style="list-style-type: none"> <li>1. The provision of Garfield County Senior Programs, including congregate meal/nutrition services and Traveler transportation services is a cooperative effort involving 9 governmental entities as follows: Garfield County, City of Rifle, Town of Carbondale, City of Glenwood Springs, Town of New Castle, Town of Silt, Town of Parachute, Colorado Mountain College, and RFTA.</li> <li>2. The parties set forth the terms and conditions of their cooperative provision, administration, and funding of the Senior Programs for senior citizens in Garfield County pursuant to a 9-Party MOU, which explains who is responsible for various aspects of Senior Programs. RFTA was designated the provider of the Traveler transportation services, which it provides pursuant to a separate IGA with Garfield County (see Agenda Item 6. A., above).</li> <li>3. Each year, the actual financial contributions of the 9-Party IGA participants, which help to support the Senior Programs, are established by the terms of the 9-Party MOU. The MOU sets forth the level of services to be provided in each community and the methodology for determining the financial contributions of the 9-Party MOU’s participants.</li> <li>4. Staff recommends that the RFTA Board approve the Garfield County Senior Programs 9-Party MOU and authorize the RFTA Chair to execute it. The 9-Party MOU is included as an attachment in the Intergovernmental Agreement for Garfield County Senior Programs Traveler Services – 2015 (Agenda Item 6. A., above), and has been reviewed by RFTA’s Counsel.</li> </ol>
<b>Background Info:</b>	See Core Issues
<b>Policy Implications:</b>	Board Job Products Policy 2.4.5 states, “The Board will approve RFTA’s annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy).”
<b>Fiscal Implications:</b>	The total estimated budget for the Traveler in 2015 is \$708,400. RFTA will be reimbursed by Garfield County for its documented expenses connected with providing the Traveler transportation service in 2015, up to \$514,537. The City of Glenwood Springs will also contribute \$30,000 to RFTA to defray costs related to the ADA Complementary Paratransit Service that it receives from the Traveler. In addition to these amounts, RFTA is contributing \$163,863 towards the Traveler’s expenses in 2014 to defray the prorated cost allocated to its members (Glenwood Springs, Carbondale, and New Castle) by the County’s cost allocation methodology. However, RFTA anticipates receiving a \$40,000 administrative fee payment for providing the service that will reduce its net contribution to the Traveler to approximately \$123,863.
<b>Additional Info:</b>	Yes, see the 2015 Traveler IGA and 9-Party MOU included in the February 2015 RFTA Board Meeting Portfolio.pdf attached to e-mail transmitting Board Agenda packet.

**RFTA BOARD OF DIRECTORS MEETING**  
**“PUBLIC HEARING” AGENDA SUMMARY ITEM # 8. A.**

<b>Meeting Date:</b>	February 12, 2015		
<b>Agenda Item:</b>	Resolution 2015-03: 2015 Supplemental Budget Appropriation		
<b>Presented By:</b>	Michael Yang, Director of Finance		
<b>Options:</b>	Adopt, amend and adopt, or not adopt Supplemental Budget Appropriation Resolution 2015-03		
<b>Recommendation:</b>	<b>Adopt Supplemental Budget Appropriation Resolution 2015-03</b>		
<b>POLICY #:</b>	<b>2.5: Financial Planning/Budgeting</b>		
<b>Core Issues:</b>	<p>As part of our ongoing review along with new information, staff has identified the following budget adjustments:</p> <p><b><u>General Fund:</u></b></p> <ol style="list-style-type: none"> <li>1. <b>Bus Purchase:</b> As communicated in the Planning Department Update, RFTA plans to purchase a <b>57-passenger commuter coach</b> fueled with compressed natural gas (CNG). This bus, which should be delivered in 2015, will replace the 2009 commuter coach which was totaled in an accident in October 2013. The total estimated cost is \$730,000 (which includes \$50,000 for Intelligent Transportation Systems (ITS) technologies). Staff plans to fund this purchase with a combination of insurance reimbursement, grants and current revenues. In 2013, RFTA recovered approximately \$227,000 from its insurance (which currently resides in RFTA’s unassigned fund balance in the General Fund) and will be used for the bus replacement. RFTA was awarded a \$300,000 grant from the Garfield County Federal Mineral Lease District. <i>[Note that RFTA has also applied to the Department of Local Affairs Alternative Fuels Funding Program for \$100,000 to cover the incremental cost for CNG. Award announcements are anticipated in March 2015. If successful, then this grant revenue will need to be presented in a future supplemental budget appropriation resolution.]</i> Resolution 2015-03 is needed to appropriate the following: <ol style="list-style-type: none"> <li>a. \$730,000 of additional capital outlay</li> <li>b. \$300,000 of additional grant revenue</li> </ol> </li> <li>2. <b>True-up for Insurance:</b> RFTA’s insurance package binder for 2015 was authorized on December 30, 2014 which was after the adoption of the 2015 budget in November. Approximately <b>\$91,000</b> of additional budget is needed to true-up the existing budget to fund the increase (includes workers compensation, corporate insurance, and other business insurance). Resolution 2015-03 is needed to appropriate the following: <ol style="list-style-type: none"> <li>a. \$91,000 of additional transit expenditures</li> </ol> </li> </ol>		
<b>Policy Implications:</b>	Board Job Products Policy 4.2.5 states, “The Board will approve RFTA’s annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy).”		
<b>Fiscal Implications:</b>	<p>Net increase (decrease) to 2015 fund balance by fund:</p> <table border="1" style="margin-left: 40px;"> <tr> <td>General Fund</td> <td style="text-align: right;">(\$521,000)</td> </tr> </table> <p>Based on current forecasts, it appears that in excess of \$1 million more than budgeted will be added to the General Fund fund balance at 2014 year end.</p>	General Fund	(\$521,000)
General Fund	(\$521,000)		
<b>Backup Memo</b>	Yes, please see Resolution 2015-03 attached.		

Director \_\_\_\_\_ moved adoption of the following Resolution:

**BOARD OF DIRECTORS**

**ROARING FORK TRANSPORTATION AUTHORITY**

**RESOLUTION NO. 2015-03**

**2015 SUPPLEMENTAL BUDGET RESOLUTION**

**WHEREAS**, Pitkin County, Eagle County, the City of Glenwood Springs, the City of Aspen, the Town of Carbondale, the Town of Basalt, and the Town of Snowmass Village (the “Cooperating Governments”) on September 12, 2000, entered into an Intergovernmental Agreement to form a Rural Transportation Authority, known as the Roaring Fork Transportation Authority (“RFTA” or “Authority”), pursuant to title 43, article 4, part 6, Colorado Revised Statutes; and

**WHEREAS**, on November 7, 2000, the electors within the boundaries of the Cooperating Governments approved the formation of a Rural Transportation Authority; and

**WHEREAS**, the Town of New Castle elected to join the Authority on November 2, 2004; and

**WHEREAS**, certain revenues will become available and additional expenditures have become necessary that were not anticipated during the preparation of the 2015 budget; and

**WHEREAS**, upon due and proper notice, published in accordance with the state budget law, said supplemental budget was open for inspection by the public at a designated place, a public hearing was held on February 12, 2015 and interested taxpayers were given an opportunity to file or register any objections to said supplemental budget.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Roaring Fork Transportation Authority that the following adjustments will be made to the 2015 budget as summarized herein:

**General Fund**

**Revenue and Other Financing Sources (OFS):**

Type	Amount	Explanation
Grants	\$300,000	Awarded GCFMLD grant for Commuter Coach Bus
<b>Total</b>	<b>\$300,000</b>	

Revenue & OFS Summary	Previous	Change	Current
Sales tax	\$18,934,000	-	\$18,934,000
Grants	2,632,550	\$300,000	2,932,550
Fares	4,642,000	-	4,642,000
Other govt contributions	1,459,888	-	1,459,888
Other income	413,000	-	413,000
Other financing sources	-	-	-
<b>Total</b>	<b>\$28,081,438</b>	<b>\$300,000</b>	<b>\$28,381,438</b>

**Expenditures and Other Financing Uses (OFU):**

Type	Amount	Explanation
Transit	\$91,000	True-up Insurance costs
Capital	730,000	Commuter Coach Bus w/ ITS
<b>Total</b>	<b>\$821,000</b>	

Expenditures & OFU Summary	Previous	Change	Current
Fuel	\$1,949,623	-	\$1,949,623
Transit	18,206,820	\$91,000	18,297,820
Trails & Corridor Mgmt	398,960	-	398,960
Capital	2,224,797	730,000	2,954,797
Debt service	2,279,380	-	2,279,380
Other financing uses	2,640,032	-	2,640,032
<b>Total</b>	<b>\$27,699,612</b>	<b>\$821,000</b>	<b>\$28,520,612</b>

**The net change in the Fund balance for this amendment is as follows:**

Revenues and other financing sources	\$300,000
Less Expenditures and other financing uses	(821,000)
<b>Net increase (decrease) in fund balance</b>	<b>\$(521,000)</b>

**Fund balance Roll Forward: Net Change in Fund balance**

Resolution	Beginning Balance	Change	Ending Balance
			\$14,702,244*
2014-24 & 2014-25	\$14,702,244	\$381,826	15,084,070
2015-03	15,084,070	(521,000)	14,563,070
		<b>\$(139,174)</b>	

\* Budgeted

That the amended budget as submitted and herein above summarized be, and the same hereby is approved and adopted as the amended 2015 budget of the Roaring Fork Transportation Authority, and be a part of the public records of the Roaring Fork Transportation Authority.

That the amended budget as hereby approved and adopted shall be signed by the Chair of the Roaring Fork Transportation Authority.

**INTRODUCED, READ AND PASSED** by the Board of Directors of the Roaring Fork Transportation Authority at its regular meeting held the 12<sup>th</sup> day of February, 2015.

ROARING FORK TRANSPORTATION AUTHORITY  
By and through its BOARD OF DIRECTORS:

By: \_\_\_\_\_  
Stacey Patch Bernot, Chair

I, the Secretary of the Board of Directors (the "Board") of the Roaring Fork Transportation Authority (the "Authority") do hereby certify that (a) the foregoing Resolution was adopted by the Board at a meeting held on February 12, 2015 (b) the meeting was open to the public; (c) the Authority provided at least 48 hours' written notice of such meeting to each Director and Alternate Director of the Authority and to the Governing Body of each Member of the Authority; (d) the Resolution was duly moved, seconded and adopted at such meeting by the affirmative vote of at least two-thirds of the Directors then in office who were eligible to vote thereon voting; and (e) the meeting was noticed, and all proceedings relating to the adoption of the Resolution were conducted, in accordance with the Roaring Fork Transportation Authority Intergovernmental Agreement, as amended, all applicable bylaws, rules, regulations and resolutions of the Authority, the normal procedures of the Authority relating to such matters, all applicable constitutional provisions and statutes of the State of Colorado and all other applicable laws.

WITNESS my hand this \_\_\_\_ day of \_\_\_\_\_, 2015.

**RFTA BOARD OF DIRECTORS MEETING  
PRESENTATION/ACTION” AGENDA ITEM SUMMARY # 9. A**

<b>Meeting Date:</b>	February 12, 2015
<b>Agenda Item:</b>	FYI – Corridor Access Control Plan (ACP) “Draft” Update
<b>Presented By:</b>	Angela Kincade, Assistant Director, Project Management & Facilities Operations
<b>Recommendation:</b>	<ul style="list-style-type: none"> <li>• Review and discuss the <b>updated</b> Draft Access Plan (ACP) and the <b>newly developed</b> 2014 RFTA Railroad Corridor Design Guidelines &amp; Standards</li> <li>• Extend the Public Comment period for an additional 60 days through Monday, April 13, 2015</li> <li>• Hold meetings to help inform the public and communities about the intent of the ACP &amp; DG</li> </ul>
<b>Policy #:</b>	<b>1.1: The Rio Grande Corridor is Appropriately Protected and Utilized</b>
<b>Strategic Goal:</b>	Complete the Access Control Pan
<b>Core Issues:</b>	<ol style="list-style-type: none"> <li>1. At the Board's direction, staff has provided every jurisdiction in the Roaring Fork Valley with copies of the proposed Access Control Plan and Design Guidelines (ACP &amp; DG).</li> <li>2. Staff also contacted each jurisdiction to offer to meet with the various Boards and Councils to provide presentations on the ACP &amp; DG documents and to answer questions.</li> <li>3. So far, only Carbondale, Garfield County, and Basalt have requested presentations, and RFTA staff has met with the Carbondale Board once and the Garfield BOCC twice. The Basalt presentation is scheduled for February 24<sup>th</sup>. Staff may meet with CDOT as well, which has provided comments on the draft ACP.</li> <li>4. The meetings, so far, have helped staff better understand the concerns of elected officials and members of the public. Also, in the case of Garfield County, Tamra Allen, Planning Manager, met with Angela Kincade to go through the documents, which helped to clear up potential misunderstandings. County staff's comments on the ACP &amp; DG were quite good and RFTA staff believes most of the concerns raised can be addressed without too much difficulty.</li> <li>5. Based upon feedback staff received from Garfield County and Stacey Patch-Bernot, RFTA Chair, staff is recommending that the Public Comment period be extended by at least an additional 60 days to provide an opportunity for as many people and local governments to comment as possible. Chair Patch Bernot also recommended that RFTA schedule Open Houses or Neighborhood Meetings in various communities in order to meet with concerned citizens directly, and staff is planning to do so and will communicate the schedule as soon as it is developed.</li> <li>6. A revised Public Comment schedule is attached below.</li> </ol>
<b>Background Info:</b>	The ACP update, along with the DG, is one of the first sections that will be addressed as part of the Rio Grande Railroad Corridor Comprehensive Plan update. RFTA's staff and team of Railroad attorneys and engineers have completed a thorough review and <b>update</b> to the <b>current</b> ACP and developed the DG to assist our local jurisdictions and

	<p>adjacent property owners with any third party requested use of the Railroad Corridor.</p> <p>In summary the ACP and DG are intended to:</p> <ul style="list-style-type: none"> <li>❖ Enable RFTA to uphold and preserve the Railroad Corridor’s “railbanked” and “designated trail” status pursuant to a Notice of Interim Trail Use (“NITU”) under 16 U.S.C. 1247(d), which was issued to RFTA by the Surface Transportation Board (“STB”). The ACP is intended to ensure that RFTA complies not only with STB’s construction of 16 U.S.C. 1247(d), but also maintains the Railroad Corridor intact consistent with freight rail reactivation, possible future commuter rail use, interim trail use, open space uses, and other lawful public purposes.</li> <li>❖ Enable RFTA to continue to adhere to the planning and stewardship requirements of the Great Outdoors Colorado (GOCO) Conservation Covenants (or repay GOCO \$1.5M plus 8% interest per annum)</li> <li>❖ Enable RFTA to meet the terms of the CDOT funding requirements for acquisition of the Railroad Corridor “A multi-modal transportation system utilizing the Railroad Corridor shall be implemented by the year 2020” or Pitkin County and the City of Aspen agree to repay the State the full amount of the \$3,000,000.00 investment with zero interest</li> <li>❖ Provide minimum Design Guidelines &amp; Standards and a review process for any third party requested uses of the Railroad Corridor to limit the financial exposure to RFTA and the taxpayers for any third party requested uses</li> <li>• Copies of the 2000 and the 2005 Comprehensive Plans which contain, the <b>current</b> Policy for Managing Railroad Crossings, The <b>current</b> Access Control Plan and the Recreational Trails Plan. The “Draft” update of the <b>current</b> Access Control Plan, a copy of the “<b>Newly developed</b>” Design Guidelines and Standards (a several hundred page document) and a copy of the Land Schedule (the Railroad Corridor Survey superimposed over a Bing Map) are posted on the RFTA website at <a href="http://www.rfta.com/traildocs.html">http://www.rfta.com/traildocs.html</a> from Friday, January 9<sup>th</sup>, 2015 through Monday, April 13<sup>th</sup>, 2015.</li> </ul> <p>After the 90 day public comment period, staff will review and update the ACP and DG documents. Staff believes it best to wait until all comments are received to begin addressing them, rather than handling in a piecemeal fashion. RFTA’s team of railroad attorneys and engineers will attend the March 12<sup>th</sup>, 2015 RFTA Board meeting to discuss both documents and answer questions from the Board and the Public. Subsequently, staff plans to submit the <b>updated</b> ACP and <b>newly developed</b> DG to the RFTA Board for adoption at the in preparation for a final vote at the July 9, 2015 RFTA Board meeting.</p>
<p><b>Policy Implications:</b></p>	<p>Board End Statement 1.1 says, “The Rio Grande Corridor is Appropriately Protected and Utilized.</p>
<p><b>Fiscal Implications:</b></p>	<p>RFTA’s team of legal and railroad engineering consultants is under contract and has been working on the Corridor Access Control Plan and an overall update to the Comprehensive Plan. Approximately \$150,000 has been budgeted in 2015 for the Comprehensive Plan Update and other corridor management-related tasks.</p>
<p><b>Attachments:</b></p>	<p>The ACP Review and Adoption Timeline (Updated) is attached on the next page. Also see 20-15-02 RFTA BOD ACP Presentation.pdf and FederalLandGrantAreas.pdf included in February 2015 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the Board Agenda packet.</p>

## Revised Timeline for Adoption of the Draft Access Control and Design Guidelines

<b>Draft Access Control Plan (ACP) &amp; Draft Design Guidelines (DG) TIMELINE</b>	<b>Start Date</b>	<b>End Date</b>
Draft Access Control Plan & Design Guidelines (ACP & DG) to RFTA Board and Jurisdictions	1/2/2015	1/2/2015
Update to the RFTA Board - Engineers will be in Attendance at this Meeting	1/8/2015	1/8/2015
ACP & DG Available for Public Comments on <a href="http://www.rfta.com">www.rfta.com</a>	1/9/2015	4/13/2015
<b><i>RFTA Federal Attorney Traveling</i></b>	<b><i>2/6/2015</i></b>	<b><i>2/26/2015</i></b>
Compilation of ALL comments, Public, Board and Jurisdictional Comments	4/14/2015	4/24/2015
ALL comments, Public, Board and Jurisdictional to RFTA Attorneys and Engineers	4/25/2015	5/1/2015
RFTA Attorneys and Engineer review ALL comments, Public, Board and Jurisdictional and provide RFTA with responses	5/4/2015	5/15/2015
Incorporation of ALL comments, Public, Board and Jurisdictional into the ACP & DG as needed.	5/18/2015	5/29/2015
Final Review of ACP & DG by Attorneys and Engineers	6/8/2015	6/12/2015
Presentation of ACP & DG to RFTA Board - Attorneys and Engineers will be in Attendance at this meeting	7/9/2015	7/9/2015



**RFTA BOARD OF DIRECTORS MEETING**  
**“PRESENTATION/ACTION” AGENDA SUMMARY ITEM # 9. B.**

<b>Meeting Date:</b>	February 12, 2015
<b>Agenda Item</b>	Update: Due Diligence Regarding a Lease/Purchase Agreement to Acquire a Clean Energy Collective Solar Array to Offset RFTA’s Holy Cross Energy Utilization
<b>POLICY #:</b>	<b>4.2.5: Board Job Products</b>
<b>Strategic Goal:</b>	Planning Department: Implement an off-site solar project with either member jurisdictions or a third-party consultant.
<b>Recommendation</b>	FYI: This is an update regarding staff’s solar array acquisition due diligence and an opportunity for the Board to provide any additional input to staff.
<b>Presented By:</b>	Dan Blankenship, CEO Jason White, Assistant Planner
<b>Core Issues:</b>	<ol style="list-style-type: none"> <li>1. Following Board authorization obtained at the November 13, 2015 Board meeting, staff has been performing due diligence regarding the acquisition of solar panels in CEC’s Holy Cross Energy 3 (HCE3) array. Since the November Board meeting, staff and CEC have discussed the option of reducing the system to approximately 574 kW, based upon a closer examination of the amount of electricity that RFTA purchases from Holy Cross Energy (HCE).</li> <li>2. As reported at the January 8<sup>th</sup> Board meeting, RFTA’s Bond Counsel does not believe that a lease/purchase agreement with Alpine Bank would qualify for tax-exempt status for the first 5 years of the 20-year term.</li> <li>3. Also as reported at the January 8<sup>th</sup> Board meeting, Bond Counsel has been developing a lease lease/purchase agreement that would be taxable for the first 5 years and convert to a tax-exempt status for the remaining 15 years of the agreement. Alpine Bank has quoted RFTA an interest rate of 5.5% for the first 5 years of the agreement and 4.25% for the remaining 15 years.</li> <li>4. This appears to be a viable alternative for RFTA to pursue and, based upon a reduction in the capacity of the array from 618 kW to 574 kW, this approach would cash flow about as well as the original proposal which contemplated a tax-exempt interest rate of 4.25% for the full 20-year term.</li> <li>5. However, staff was advised by Bond Counsel on February 5<sup>th</sup> that due to potential changes in tax laws and other factors, that it would not be able to offer an opinion on the agreement’s eligibility for tax-exempt status until the end of the 5<sup>th</sup> year of the agreement and, therefore, it could not guarantee that RFTA would qualify for the tax-exempt rate of 4.25% at that time.</li> <li>6. To compensate for this uncertainty, the lease lease/purchase agreement will likely require a contingency provision in the event, at the end of five years, Bond Counsel can’t opine that the agreement qualifies for tax-exempt status. In that case, the Bank has indicated that the taxable interest rate would need to be adjusted from 5.5% for the first 5 years to 6.75% for the remaining 15 years.</li> </ol>

	<p>7. It is disappointing that RFTA's desired acquisition of panels in the CEC solar array is running into unforeseen hurdles. However, everyone has been working through the issues in good faith and, in the defense of everyone involved, this is an innovative, cutting-edge, financing approach for a public entity to acquire renewable solar energy. A successful conclusion to this process will help pave the way for other entities that also want to acquire renewable energy.</p> <p>8. Because of the complexities involved, staff requires addition time to work with Alpine Bank, CEC, and Bond Counsel to resolve the remaining issues associated with the lease lease/purchase agreement.</p> <p>9. Staff has also been performing other aspects of its due diligence by reaching out to other purchasers and owners of CEC solar array capacity to gauge what their overall experience and satisfaction with CEC and their solar arrays have been. So far, the responses from others that have been contacted have been positive.</p> <p>10. Staff hopes to complete its due diligence by the end of February and plans to provide the Board with a recommendation regarding the acquisition of the solar array at the March 12, 2015 Board meeting.</p>
<b>Background Info:</b>	See Core Issues above.
<b>Policy Implications:</b>	Board Job Products Policy 4.2.5 states, "The Board will approve RFTA's annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy)."
<b>Fiscal Implications:</b>	<p>CEC's proposed cost of a 574 kW solar array is \$1,825,291. If RFTA's \$195,713 fully-refundable deposit is applied to the purchase, and assuming a 5.5% interest rate for 5 years and a 4.25% interest rate for 15 years, the net cost to RFTA for the array would be approximately \$89,000 at the end of 20 years. However, the projected savings over 50 years, compared to not purchasing the array, would be nearly \$5.3 million.</p> <p>Staff will come back to the Board in March with an alternate cost proposal that assumes a taxable interest rate for years 6 – 15, in the event that after year 5, Bond Counsel cannot opine that the lease lease/purchase agreement qualifies for tax-exempt status. In the meantime, staff will be evaluating how differing amounts of cash used to buy a portion of the array might affect cash flow, assuming the 6.75% interest rate for years 6 – 20 of the lease lease/purchase agreement.</p>
<b>Attachments:</b>	Yes, to review the financing scenario that assumes 5 years as a taxable lease lease/purchase agreement and 15 years as a tax-exempt agreement, please see a summary of the proposal, below.



**FINANCING WITH A 20 YEAR LEASE**

LEASE Terms & Repayment				Capital Deployed	
\$1,825,291	<b>Purchase Price</b>		<b>Int Rate Yrs 1-5</b>	5.50%	
(\$195,713)	<b>Down Payment</b>	0%	<b>Int Rate Yrs 6-20</b>	4.25%	<b>Down Payment</b> \$195,713
\$1,629,578	<b>Amount to Finance</b>		<b>Term (years)</b>	20	<b>Net Cash Generated</b> (\$2,666,157)
<b>Yrs 1-5 Mo. Pymt</b>	(\$11,159)		<b>Yrs 1-5 Ann. Pymt</b>	(\$133,902)	<b>Net Gain on Purchase</b> (\$2,861,870)
<b>Yrs 6-20 Mo. Pymt</b>	(\$10,055)		<b>Yrs 6-20 Ann. Pymt</b>	(\$120,664)	

**Panels** 1882  
**Watts** 574,010  
**Net Purchase Price** \$1,825,291

**ESTIMATED CASH FLOW WITH A 20 YEAR LEASE**

Year	Est. HCE Bill	Est. Bill Credits	Lease Payment	Net Cash Flow	Cumulative Net Cash Flow	Savings from Est. HCE Bill
1	(\$114,100)	\$116,911	(\$133,902)	(\$131,091)	(\$131,091)	(\$16,991)
2	(\$116,382)	\$118,137	(\$133,902)	(\$132,147)	(\$263,238)	(\$15,765)
3	(\$118,710)	\$119,376	(\$133,902)	(\$133,235)	(\$396,474)	(\$14,526)
4	(\$121,084)	\$120,629	(\$133,902)	(\$134,357)	(\$530,831)	(\$13,274)
5	(\$123,506)	\$121,893	(\$133,902)	(\$135,514)	(\$666,346)	(\$12,009)
6	(\$125,976)	\$123,171	(\$120,664)	(\$123,468)	(\$789,814)	\$2,507
7	(\$128,495)	\$124,461	(\$120,664)	(\$124,698)	(\$914,511)	\$3,798
8	(\$131,065)	\$125,764	(\$120,664)	(\$125,965)	(\$1,040,476)	\$5,100
9	(\$133,686)	\$127,079	(\$120,664)	(\$127,270)	(\$1,167,746)	\$6,416
10	(\$136,360)	\$128,407	(\$120,664)	(\$128,616)	(\$1,296,363)	\$7,744
11	(\$139,087)	\$129,748	(\$120,664)	(\$130,003)	(\$1,426,366)	\$9,084
12	(\$141,869)	\$131,101	(\$120,664)	(\$131,432)	(\$1,557,798)	\$10,437
13	(\$144,706)	\$132,466	(\$120,664)	(\$132,904)	(\$1,690,702)	\$11,802
14	(\$147,601)	\$133,843	(\$120,664)	(\$134,421)	(\$1,825,123)	\$13,179
15	(\$150,553)	\$135,232	(\$120,664)	(\$135,984)	(\$1,961,107)	\$14,569
16	(\$153,564)	\$136,634	(\$120,664)	(\$137,593)	(\$2,098,700)	\$15,970
17	(\$156,635)	\$138,047	(\$120,664)	(\$139,251)	(\$2,237,951)	\$17,383
18	(\$159,768)	\$139,472	(\$120,664)	(\$140,959)	(\$2,378,911)	\$18,808
19	(\$162,963)	\$140,909	(\$120,664)	(\$142,718)	(\$2,521,628)	\$20,245
20	(\$166,222)	\$142,357	(\$120,664)	(\$144,529)	(\$2,666,157)	\$21,693
<b>Yrs 1-20</b>	<b>(\$2,772,330)</b>	<b>\$2,585,636</b>	<b>(\$2,666,157)</b>	<b>(\$2,666,157)</b>	<b>Yrs 1-20</b>	<b>\$106,173</b>
<b>Yrs 21-50</b>	<b>(\$6,878,180)</b>	<b>\$5,568,525</b>	<b>\$0</b>	<b>(\$1,309,655)</b>	<b>Down payment</b>	<b>(\$195,713)</b>
<b>Total</b>	<b>(\$9,650,510)</b>	<b>\$8,154,161</b>	<b>(\$2,666,157)</b>	<b>(\$4,162,506)</b>	<b>20 year Savings</b>	<b>(\$89,540)</b>

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The information contained in this proposal has been prepared in good faith. All figures herein are only estimates of future costs, production and savings. Actual performance will vary. Clean Energy Collective bears no responsibility for variations between its projections and the actual realized performance. This proposal should not be considered as investment or tax advice, nor is it the offering of a financial instrument or security. Consult your accountant about any possible tax implications related to this proposal. Projected Power Credit savings estimates assume 2% annual electricity price inflation.



20 Year Cost of Electricity without Solar	(\$2,772,330)
20 Year Cost of Electricity with Solar & Lease	(\$2,666,157)
20 Year Savings from Solar	(\$89,540)
50 Year Cost of Electricity without Solar	(\$9,650,510)
50 Year Cost of Electricity with Solar & Lease	(\$4,358,219)
50 Year Savings from Solar	\$5,292,291

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**RFTA BOARD OF DIRECTORS MEETING  
“PRESENTATION” AGENDA ITEM SUMMARY # 9. C.**

<b>Meeting Date:</b>	February 12, 2015
<b>Agenda Item:</b>	Update Regarding Management of RFTA Park & Ride Facilities
<b>Presented By:</b>	Mike Hermes, Director of Facilities
<b>Recommendation:</b>	FYI: Update Regarding Parking Enforcement Regulations
<b>Policy #:</b>	<b>2.4.10: Asset Protection</b>
<b>Strategic Goal:</b>	Develop/Complete Customer Service Plan
<b>Core Issues:</b>	<p>At the January meeting the board asked staff to bring back two items for their consideration:</p> <ol style="list-style-type: none"> <li>1. A draft design for the signs that staff recommends be installed at each park and ride.</li> <li>2. Draft rules for the management of the RFTA park and rides.</li> </ol>
<b>Background Info:</b>	<ol style="list-style-type: none"> <li>1. Staff has developed several prototypes for Parking Rules at its park and ride facilities.</li> <li>2. Some park and rides may require 2 or more signs to adequately cover all the entrances and ensure that users of the park and rides see the signs.</li> <li>3. Each sign is currently designed with a combination of 4”, 3” and 2” inch high letters and will be made with a reflective coating to give it maximum visibility. The signs are designed in a 4 foot by 6 foot size (24 square feet) to make them large enough to be easily read by motorists in a moving vehicle.</li> <li>4. The cost to purchase and install the signs will be approximately \$20,000 and will be paid for with funds already budgeted for the repair and maintenance of the park and rides.</li> <li>5. The signage ordinances for each jurisdiction have an exemption for governmental/traffic control signage, so staff will not have to seek permits or variances to install these signs. <ol style="list-style-type: none"> <li>A. There are 13 park and ride locations that are utilized by users of the RFTA transit system and RFTA either owns or leases 7 of these parks and rides and has the ability to enforce parking rules. <ul style="list-style-type: none"> <li>• RFTA Owned: New Castle, West Glenwood Springs, 27<sup>th</sup> Street, CMC, Carbondale, El Jebel, Basalt</li> <li>• CDOT Owned: Catherine Store, Aspen Junction, Basalt, Snowmass Conoco, Aspen Village, Brush Creek</li> </ul> </li> </ol> </li> <li>6. A draft of the rules for the park and rides is attached below. The parking rules can be placed on the RFTA web site so people can reference them if they choose.</li> <li>7. Staff is also working on a “where to park” page that will be part of the update to the RFTA website that is due to come out this spring. The City of Glenwood Spring has a very good page on its website for parking in Glenwood and staff is using that template for RFTA’s. It is our intent to give tips on where to park in each city to for ridesharing and to access the RFTA system. The site will include maps and give updates on the construction of new parking on this page.</li> </ol>
<b>Policy Implications:</b>	Board Asset Protection Policy 2.4.10 states, “The CEO shall not endanger RFTA’s public image or credibility or its ability to accomplish its Ends.”
<b>Fiscal Implications:</b>	The signs will cost approximately \$20,000
<b>Backup Information?</b>	Yes please see the “Draft” RFTA Park and Ride Prohibited Uses and Rules attached below. Also, please see Exhibit 1Parking Rule Signs.pdf included in the February 2015 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the Board Agenda packet.



## **RFTA Park and Ride Prohibited Uses and Rules:**

### **Policy:**

Parking facilities owned, leased and operated by RFTA are for the exclusive use of RFTA transit and Rio Grande trail users. All other uses are prohibited. RFTA facilities are also subject to the following rules. This list is not intended to be exhaustive and may be changed without notice.

### **Prohibited Uses and Rules:**

1. Parking is allowed only in designated parking spaces.
2. Ride sharing is prohibited. Parking in RFTA parking facilities is for the exclusive use of RFTA transit users and Rio Grande trail users.

Ride sharing is defined as one or more persons or employees of a business parking vehicles in a RFTA parking facility and leaving the facility in a vehicle other than a RFTA transit bus.

3. Vehicles with “For Sale” signs placed in the window or affixed to the vehicle in any other location are prohibited.
4. Parking in a RFTA parking facility for 24 continuous hours or more is prohibited.
5. The use of RFTA parking facilities by patrons and employees of area businesses is prohibited.
6. The staging of construction materials and the storage of construction and delivery vehicles in any RFTA parking facility is prohibited.
7. Overnight camping in mobile homes, campers or any other shelter within a RFTA parking facility is prohibited.

### **Abandoned Vehicles:**

#### **Definition:**

A vehicle will be considered abandoned when it is wrecked, dismantled, partially dismantled, inoperative, or without current license plates or has no license plates.

### **Disposal of Abandoned Vehicles:**

When a vehicle has been identified as abandoned a written notice shall be applied to the vehicle requiring its removal. If the vehicle has not been removed after 24 hours the vehicle will be turned over to a qualified company for towing and disposal.

### **Rule enforcement:**

Violations of any of the rules governing the use of RFTA parking facilities can result in application of but not limited to of any of the following methods of enforcement:

- A warning sticker may be applied to the window of the offending vehicle.
- A device may be applied to the wheel of the offending vehicle rendering it immobile and a fee may be imposed to remove the device.
- The offending vehicle may be towed to another location within the parking facility and a device applied to the vehicle to render it immobile. A fee may then be charged to remove this device.
- The offending vehicle may be towed to a impound lot by a contractor selected by RFTA and the owner of the vehicle may be required to pay a fee to the impound lot to retrieve the vehicle.

**RFTA BOARD OF DIRECTORS MEETING**  
**“DISCUSSION/ACTION ITEMS” AGENDA SUMMARY ITEM # 9. D.**

<b>Meeting Date:</b>	February 12, 2015
<b>Agenda Item:</b>	Amendments to RFTA Board Policy 2.8 on Board Awareness and Support, as recommended by Board Governing Policies Update Subcommittee
<b>POLICY #:</b>	<b>2.8: Board Awareness and Support</b>
<b>Strategic Goal:</b>	Update Board Governance Policies
<b>Recommendation:</b>	The Board Governing Policies Update Subcommittee recommends that Board Awareness and Support Policy 2.8 be eliminated and incorporated into the CEO’s Job Description.
<b>Presented By:</b>	Dan Blankenship, CEO
<b>Core Issues:</b>	<p>Currently, Board Awareness and Support Policy 2.8 reads as follows:</p> <p>The CEO shall not cause or allow the Board to be uninformed or unsupported in its work.</p> <p>Accordingly, the CEO may not:</p> <ol style="list-style-type: none"> <li>1. Fail to report to the Board on at least a monthly basis (or in a timelier manner as appropriate) any actual or anticipated noncompliance with any policy of the Board.</li> <li>2. Neglect to submit monitoring data required by the Board (see policy on Monitoring CEO Performance in <i>Board-Management Delegation</i>) in a timely, accurate and understandable fashion, directly addressing provisions of Board policies being monitored.</li> <li>3. Let the Board be unaware of significant incidental information, such as anticipated adverse media coverage, threatened or pending lawsuits, or material external and internal changes. When possible, notification of major internal changes is to be provided in advance (at least 45 days advance notification of changes in fare structure and of proposed service contracts with an annual value in excess of \$1 million).</li> <li>4. Fail to advise the Board if, in his/her opinion, the Board is not in compliance with its own policies on Governance Process and Board-Management Delegation, particularly in the case of Board or Board member behavior that is detrimental to the work relationship between the Board and the CEO.</li> <li>5. Fail to submit unbiased decision information required periodically by the Board, or let the Board be unaware of relevant trends.</li> <li>6. Present information in unnecessarily complex or lengthy form, or in a form that fails to differentiate among information of three types: <ol style="list-style-type: none"> <li>a. monitoring</li> <li>b. decision preparation (or “action item”); and</li> <li>c. incidental/ “FYI”.</li> </ol> </li> </ol>



	<p>7. Fail to provide a mechanism/support for official Board, officer or committee communications and functions.</p> <p>8. Fail to deal with the Board as a whole except when:</p> <ol style="list-style-type: none"> <li>a. fulfilling individual requests for information, or</li> <li>b. responding to officers or committees duly charged by the Board.</li> </ol> <p>9. Fail to supply for the Board’s consent agenda, along with applicable monitoring information, all decisions delegated to the CEO yet required by law, regulation or contract to be Board-approved.</p> <p><b><u>Recommendation of Policy Governance Subcommittee:</u></b></p> <p>The Subcommittee recommends that the above policy be eliminated from the Board’s Governing Policies and that the following provisions be incorporated into the CEO Job Description:</p> <p>The CEO shall:</p> <ol style="list-style-type: none"> <li>1. Ensure that the RFTA Board of Directors is informed in a timely manner of actual or anticipated non-compliance with any policy of the Board.</li> <li>2. Make the Board aware of anticipated adverse media coverage, threatened or pending lawsuits, and material internal and external changes.</li> <li>3. Provide unbiased information to the Board for its decision-making processes.</li> <li>4. Ensure that information provided to the Board is not unnecessarily complex or lengthy in form.</li> <li>5. Deal with the Board as a whole, except when fulfilling individual requests for information or responding to officers or committees duly charged by the Board</li> </ol>
<b>Policy Implications:</b>	The RFTA Board is attempting to make its Governance Policies more streamlined and compliance with them more objective.
<b>Fiscal Implications:</b>	None.
<b>Attachments:</b>	No.

**RFTA BOARD OF DIRECTORS MEETING**  
**“DISCUSSION/ACTION ITEMS” AGENDA SUMMARY ITEM # 9. E.**

<b>Meeting Date:</b>	February 12, 2015
<b>Agenda Item:</b>	Amendments to RFTA Board Policy 2.9 on the Rio Grande Corridor
<b>POLICY #:</b>	<b>2.9: Rio Grande Corridor</b>
<b>Strategic Goal:</b>	Update Board Governance Policies
<b>Recommendation:</b>	Adopt the revisions recommended by the Board Governing Policies Update Subcommittee
<b>Presented By:</b>	Dan Blankenship, CEO
<b>Core Issues:</b>	<p>Currently the Rio Grande Corridor Policy 2.9 reads as follows:</p> <p>With respect to the management of the Rio Grande Corridor, the CEO shall not allow:</p> <p>2.9.1 The use the rail bed <b><i>within Alignment “C”</i></b> for trail construction purposes, unless 1) it is to avoid bona fide pinch points, wetland areas, and other geographical constraints, and 2) unless the cost of constructing the trail off of the rail bed at such locations would exceed <b><i>30%</i></b> of the cost of using the rail bed.</p> <p style="text-align: center;"><b>Recommend Deletion</b></p> <p>2.9.2 The use of more of the rail bed for trail construction purposes (subject to the provisions of 2.9.1, above), than is absolutely necessary to avoid bona fide pinch points, wetland areas, and other geographical constraints.</p> <p style="text-align: center;"><b>Recommend Deletion</b></p> <p>2.9.3 The salvage of the rails and ties within the corridor <b><i>without specific Board authorization.</i></b></p> <p style="text-align: center;"><b>Recommend Deletion</b></p> <p>2.9.4 An amount less than <b><i>6.6%</i></b> of RFTA's projected total gross annual sales tax revenue collections each year (including the amount retained by Pitkin County for debt service) to be allocated for trail construction, corridor management, and open space protection. Such % <b><i>shall</i></b> also include an equitable allocation of RFTA overhead to these programs.</p> <p style="text-align: center;"><b>Recommend Deletion</b></p>

	<p><b><u>Recommended Revisions to Policy 2.9:</u></b></p> <p>With respect to the management of the Rio Grande Corridor, the CEO shall:</p> <p>2.91 Uphold and preserve the Rio Grande Railroad Corridor’s railbanked status under 16 U.S.C. 1247(d), under the jurisdiction of the STB for future freight rail reactivation.</p> <p>2.9.2 Review and update the Rio Grande Corridor Comprehensive Plan as often as necessary; however, normally every five years, unless authorized by the Board to extend this time frame.</p> <p>2.9.3 Review and update the Rio Grande Corridor Access Control Plan and Design Guidelines as often as necessary; however, normally every five years unless authorized by the Board to extend this time frame.</p> <p>2.9.4 Maintain the recreational trail in the Rio Grande Railroad Corridor in a State of Good Repair.</p> <p>2.9.4 Make an annual report to the Covenant Enforcement Commission and the RFTA Board regarding compliance with Great Outdoors Colorado covenants.</p>
<b>Policy Implications:</b>	The RFTA Board is attempting to make its Governance Policies more streamlined and compliance with them more objective.
<b>Fiscal Implications:</b>	None at this time.
<b>Attachments:</b>	No.

**RFTA BOARD OF DIRECTORS MEETING**  
**“PRESENTATION” AGENDA ITEM SUMMARY # 9. F.**

<b>Meeting Date:</b>	February 12, 2015
<b>Agenda Item:</b>	Status of 1340 Main Street Carbondale Vested Development Rights
<b>Presented By:</b>	Mike Hermes, Director of Facilities
<b>Recommendation:</b>	Staff recommends that the Board direct staff to allow the vested development rights lapse for Parcel 1-A, 1340 Main Street, Carbondale.
<b>Policy #:</b>	<b>2.4.5: Board Job Products</b>
<b>Strategic Goal:</b>	Complete Long-Term Housing and Office Space Master Plan
<b>Core Issues:</b>	<ol style="list-style-type: none"> <li>1. In 2011 RFTA purchased the 1340 Main Street, Carbondale, bank building and the adjoining vacant Parcel 1-A.</li> <li>2. The total price was \$990,000 with \$767,250 in costs allocated to the office building and \$222,750 allocated to the vacant parcel.</li> <li>3. At the time of the purchase the vacant parcel had vested development rights for approximately 5,500 square feet of office or retail space and 9 residential units totaling 9,650 square feet for a total of 15,150 square feet of developable space.</li> <li>4. Staff extended these vested rights once in 2011 and again in 2013, and currently the deadline to submit plans for the civil and public improvements is October 27, 2015.</li> <li>5. It may be unfair to request the Town of Carbondale to extend these rights a 3<sup>rd</sup> time.</li> <li>6. Although it is difficult to place an exact value on these rights, staff estimates they could be worth \$25,000, if a buyer could be found that was interested in constructing the project as permitted.</li> <li>7. To preserve these rights staff has estimated the following costs: <ol style="list-style-type: none"> <li>a. \$90,000 to complete the plans necessary to meet the October 17, 2015 deadline.</li> <li>b. \$400,000 to complete the plan set necessary for the 2016 submission deadline and pay all applicable fees.</li> <li>c. Estimated construction costs for the project would be 15,150 sq. ft. X \$250 for a total project construction cost of \$3,787,500.</li> <li>d. This would bring the total financial commitment for the project to \$4,277,500.</li> </ol> </li> <li>8. While the approved project might fit into a long-term housing and office space plan, staff has not completed the comprehensive plan for office space and housing required to support the organization's need for this investment at this time. Also, staff cannot assure the board that the project, as approved, is ideally configured and located to meet RFTA's requirements. In addition, no budget for this project has been identified.</li> <li>9. Staff recommends allowing the development rights to expire. RFTA will still own the property and could develop and permit a new project that would address the organizations requirements at a time when it has a better understanding of its needs and is in a better financial position to undertake the construct the project.</li> </ol>
<b>Background Info:</b>	See Core Issues, above.
<b>Policy Implications:</b>	Board Job Products Policy 2.4.5 states, “The Board will approve RFTA’s annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy).”
<b>Fiscal Implications:</b>	The value of the vest development rights is estimated at \$25,000. The financial commitment to preserve the rights would be approximately \$90,000 in 2015, \$400,000 in 2016, and \$3.78 million in 2016.
<b>Backup Information?</b>	Yes, please see Parcel 1-A Schematic and Conceptual Design.pdf included in the February 2015 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the Board Agenda packet.

**“INFORMATION/UPDATES” AGENDA SUMMARY ITEM # 10. A.**

**CEO REPORT**

**TO:** RFTA Board of Directors  
**FROM:** Dan Blankenship, CEO  
**DATE:** February 12, 2015

**Chief Operating Officer (COO) Recruitment:** The recruitment process for the RFTA COO is underway. Advertisements have been placed in local newspapers, in transit professional and other trade publications, and on the RFTA website. Interest in the position appears to be strong and staff will keep the Board apprised of the process.

**CDOT Capital and Operating Grant Awards:** RFTA received notice of capital grant awards that have been recommended by CDOT. RFTA received full funding for all of the grants for which it applied. Credit for grant submission is due David Johnson and Jason White in RFTA’s Planning Department. Grants listed as 2016 will be available after the beginning of CDOT’s fiscal year, which begins July 1, 2015. Grants listed as 2017 will be available after July 2016:

<b>Program</b>	<b>Project</b>	<b>Proposed Award</b>
<b>FY2016 FASTER – Regional Operating</b>	Grand Hogback Operating	\$200,000
<b>FY2016 FASTER Local</b>	Carbondale PNR Expansion	\$802,050
<b>FY2016 FASTER Local</b>	GMF Expansion	\$500,000
<b>CY2015 Section 5311</b>	AMF III	\$896,278
<b>FY2017 FASTER Statewide</b>	NC PNR	\$600,000
<b>FY2017 FASTER Regional Operating</b>	Grand Hogback Operating	\$200,000

**December 2014 Year-to-Date Ridership Report**

<b>Roaring Fork Transportation Authority System-Wide Ridership Comparison Report</b>				
<b>Service</b>	<b>Dec-13 YTD</b>	<b>Dec-14 YTD</b>	<b># Variance</b>	<b>% Variance</b>
City of Aspen	1,089,856	1,110,338	20,482	1.88%
RF Valley Commuter	2,117,516	2,732,641	615,125	29.05%
Grand Hogback	70,071	86,088	16,017	22.86%
Aspen Skiing Company	505,783	555,442	49,659	9.82%
Ride Glenwood Springs	187,218	210,755	23,537	12.57%
X-games/Charter	34,935	36,205	1,270	3.64%
Senior Van	4,013	4,088	75	1.87%
MAA Burlingame	35,125	40,016	4,891	13.92%
Maroon Bells	100,319	123,128	22,809	22.74%
<b>Total</b>	<b>4,144,836</b>	<b>4,898,701</b>	<b>753,865</b>	<b>18.19%</b>
<b>Subset of Roaring Fork Valley Commuter Service with BRT in 2014</b>				
<b>Service</b>	<b>YTD December 2013</b>	<b>YTD December 2014</b>	<b>Dif +/-</b>	<b>% Dif +/-</b>
Highway 82 Corridor Local/Express	1,520,740	1,156,313	(364,427)	-24%
BRT	148,768	826,952	641,364	456%
<b>Total</b>	<b>1,669,508</b>	<b>1,983,265</b>	<b>313,757</b>	<b>19%</b>

**Grand Hogback Commuter Bus Service Ridership:**

At the January 8<sup>th</sup> RFTA Board meeting, Patrick Stuckey, RFTA Board Alternate representing New Castle, asked for ridership data for the Grand Hogback bus route. The charts below provide average winter weekday riders by trip on the Hogback commuter bus service.

Stuckey also suggested that BRT service should be extended into the I-70 corridor. Staff applied for \$200,000 in CDOT FASTER funding to help increase the Hogback service levels beginning the 2014/2015 winter season. With the additional funding, RFTA staff hopes to fill some of the gaps in service, particularly in the morning peak hours from Rifle to Glenwood Springs.

Hogback Winter 2014-15  
Rifle to Glenwood Unless Noted

TRIP DEPART TIME	Average Winter RIDERS	MAX LOAD
6:45 AM	30	27
9:15 AM	28	25
12:45 PM	7	5 NC to Glwd
4:05 PM	12	9
5:05 PM	7	5
6:15 PM	8	4
7:15 PM	6	3
8:15 PM	5	4

Hogback Winter 2014-15  
Glenwood to Rifle Unless Noted

TRIP DEPART TIME	Average Winter RIDERS	MAX LOAD
5:45 AM	7	5
8:05 AM	10	9
12:05 PM	6	5 Glwd to NC
3:05 PM	23	20
4:05 PM	26	23
5:15 PM	28	22
6:15 PM	16	13
7:15 PM	10	8

**Background and Rationale for Implementation of the Carbondale Commuter Connector (CCC) Service:**

In the September 12, 2000, Roaring Fork Transportation Authority Intergovernmental Agreement (IGA), Appendix C listed as Regional Transit Service Goal number 3, that trunk service on the Highway 82 corridor would be provided to existing locations (see Appendix C on the following page). Existing locations at that time included one stop at the Cowen Center and two stops on Main Street in downtown Carbondale.

To help the Public understand the rationale behind the implementation of the CCC service, it is helpful to compare the Express and Snowmass Direct services provided to downtown Carbondale before and after the implementation of *Veloci*RFTA BRT. Also, as part of this comparison, it is helpful to understand the impact of BRT service on downtown Glenwood Springs after the implementation of *Veloci*RFTA BRT.

The charts below reflect that Express and Snowmass Direct service provided to downtown Carbondale declined from 27 combined up valley and down valley trips per, day before BRT implementation, to 4 Express trips after BRT implementation. Of these 4 remaining trips, staff is recommending that the 2 down valley afternoon trips also be truncated at the Carbondale park & ride, which will only leave 2 morning Express trips that originate in downtown Carbondale.

As it pertains to Express trips serving downtown Glenwood Springs, there were 14 combined up valley and down valley trips prior to BRT implementation. One reason the number of Carbondale Express and Snowmass Direct trips was 13 higher than Glenwood Springs' number of Express trips, is that no Snowmass Direct service originated in Glenwood Springs. This accounts for 9 trips of the difference. Also, some Express bus trips originated or terminated in Carbondale, but some of the bus trips originating or terminating in Glenwood Springs also served Carbondale. Post-BRT; however, Glenwood Springs has seen a reduction in 12 up/down

valley Express buses, but an increase in 58 up/down valley BRT buses serving downtown Glenwood Springs. This is a net increase of 46 BRT/Express bus trips for Glenwood Springs serving downtown after BRT implementation, whereas Carbondale experienced a 23 Express/Snowmass Direct bus decrease of 23 trips, or potentially 25 trips beginning Spring 2015.

Carbondale Downtown Express/SM Direct		Glenwood Springs Express and BRT	
<b>WINTER 2012-2013</b>	<b># OF BUSES</b>	<b>WINTER 2012-2013</b>	<b># OF BUSES</b>
Carbondale Downtown		Glenwood Downtown	
UV-CDX	8	UV-GWX	6
UV-CD>SM	4	DV-GWX	8
<b>Total Up Valley Carb.</b>	<b>12</b>	<b>Total UV/DV Glwd.</b>	<b>14</b>
DV-CDX	10	<b>WINTER 2012-2013</b>	<b># OF BUSES</b>
DV-SM>CD	5	Glenwood Downtown	
<b>Total Down Valley Carb.</b>	<b>15</b>	UV-GWX	0
<b>Total Up/Down Valley Carb.</b>	<b>27</b>	UV-BRT	29
		<b>Total Up Valley Glwd.</b>	<b>29</b>
<b>WINTER 2014-2015</b>	<b># OF BUSES</b>	DV-BRT	29
Carbondale Downtown		DV-GWX	2
UV-CDX	2	<b>Total Down Valley Glwd.</b>	<b>31</b>
DV-CDX	2	<b>Total Up/Down Valley Glwd.</b>	<b>60</b>
<b>Total Up/Down Valley Carb.</b>	<b>4</b>		

The CCC makes approximately 66 round-trips between downtown Carbondale and the Carbondale park & ride lot each day. The CCC is replacing the Local bus service serving downtown Carbondale from 5:00 a.m. until 9:30 p.m., which normally would have made 2 up valley and 2 down valley trips per hour, or a total of approximately 66 Local bus trips traveling through the commercial core each day. The CCC is also replacing 23 up/down valley Express and Snowmass Direct buses. The total number of Express/Down Valley Snowmass Direct, and Local bus trips replaced by the CCC, therefore, is approximately 89 currently and, if the afternoon Express bus routes are truncated at the Carbondale park & ride this coming Spring, the total will be approximately 91.

On the surface, operating 66 round-trips through Carbondale’s commercial core with the CCC appears to be more efficient than operating 91 bus trips through the commercial core. It is important to understand that BRT replaced nearly all of RFTA’s Express service and a significant amount of its Snowmass Direct service. To have operated these services as well as BRT would have been highly duplicative and unnecessarily expensive. The reduction or elimination of these services resulted in significant savings for RFTA that was reinvested in BRT service.

In the case of Glenwood Springs, BRT resulted in a net increase in service to and through its downtown. However, in the case of Carbondale, BRT resulted in a significant decrease in service to its downtown. For this reason, staff believes that it would not have been equitable to Carbondale transit users to make these reductions without offering an alternative. The CCC is a win/win/win because it reduces bus impacts on Carbondale’s downtown, it increases the frequency of service between downtown and the Carbondale park & ride facility where access to up and valley transit services is abundant, and it helps to reduce the travel times of passengers traveling to/from Glenwood Springs.

In its first full year of operation, the CCC transported 154,818 passengers, which is an indication that this service is working well as a replacement of the services enumerated above. In 2015, staff plans to acquire a smaller 20+ passenger van that will be quieter and more appropriately sized for this service. This will also allow RFTA to stage the vehicle in Carbondale, which should reduce unproductive deadhead hours and miles resulting from having the vehicle staged at the Glenwood Maintenance Facility. This should greatly improve the cost-effectiveness of the CCC service.

## APPENDIX C

### REGIONAL TRANSIT SERVICE GOALS

The Authority shall use its best efforts to provide the following Regional Transit Services:

1. Transit service will be available at least every 30 minutes year-round in every community in the Roaring Fork Valley. Service will be provided every 15 minutes between El Jebel, Aspen, and Snowmass Village during winter peak hours.
2. Trunk service up the Brush Creek Road corridor.
3. Trunk service on Highway 133 at the current locations.
4. New service will be provided between Rifle and Glenwood Springs on weekdays every hour 5:30 a.m. until 8:30 p.m.; every two hours until midnight.
5. Service between Rifle and Glenwood Springs will be provided every two hours from 6:30 a.m. until 6:30 p.m. weekends.
6. Implementation of the new service plan will begin with an amended Transit Development Plan that will be adopted during 2001. Service improvements will be achieved on a phased basis, as necessary new equipment and staff (drivers) can be deployed. It is estimated that this process should take 12 to 18 months from date the Authority is formed. As such, the service improvements may begin prior to full transition of RFTA to the Authority.

#### RFTA Board Action Item List

<u>No.</u>	<u>Action Item</u>	<u>Update</u>	<u>Request by</u>	<u>Status</u>
1.	Written Narrative for Carbondale Circulator	Report at future meeting	Edmonds	Completed - above
2.	Discuss legislative strategy to address RFTA's Eminent Domain authority	Future meeting	Whitsitt	Staff is coordinating with CASTA. CASTA recommends education of Legislature in 2015 and working on amendment in 2016
3.	Signage encouraging TVM use at BRT Stations	People appear to be catching on	Edmonds	Approximately \$754,000 in revenue was generated from the TVMs in 2014.
4.	Report on Feasibility and Revenue Potential of Concept Advertising on exterior of RFTA buses	Future meeting	Board	Research has been conducted, but this is a lower priority
5.	Report on Electric Vehicle Charging Station management questions	Future meeting	Board	Started; research underway, funds not currently identified for installation



<b><u>No.</u></b>	<b><u>Action Item</u></b>	<b><u>Update</u></b>	<b><u>Request by</u></b>	<b><u>Status</u></b>
6.	Add bicycle capacity to Next Bus Signs	Future meeting	Bernot	Have not figured this out yet.
7.	Natural Gas RFP: Include Water Management Plan as criteria and identify Environmental Watchdog	Report at future meeting	Breslin	Delayed; Source Gas currently providing gas
8.	Committee comprised of people with physical disabilities to advise on transit and trail issues	Future meeting	Owsley	Planning Dept. will begin working on this in 2015
9.	Replace Up/Down Valley designations on station signage, or supplement with a list of destinations served from each station	Report at future meeting	Owsley	Facilities Department to review
10.	Evaluation of RFTA's Fare Rates and Structure, including Free Rides for Seniors and Children	Report at a future meeting	Bernot	Finance/CEO to review and bring before the Board
11.	Establishment of Farebox Recovery Goal	Board policy discussion at future meeting	Whitsitt	Finance/CEO to review and bring before the Board
12.	Free complementary passes for Board members to give to first time riders	Report at future meeting	Boineau	Finance/CEO to review and bring before the Board
13.	Concerns about Bus Operator training, community sensitivity and recruitment	Completed	Skadron Whitsitt	See Operations' Report below in CEO Report.
14.	List of Corridor Policy and discussion items for Board consideration	Future meeting	Whitsitt	Will provide at March Board meeting
15.	Add analysis of parking needs versus pros & cons of parking or circulator services to Strategic Plan	Future meeting	Owsley Whitsitt	Staff will add and bring back analysis at future Board meeting
16.	Include comparison of actual fare revenue collected y-t-d with the actual for the prior year. Also provide Board with information regarding the relationship between ridership and fare increases	Completed	Owsley Edmond	See Finance Department Update below in CEO Report
17.	Provide ridership by trip data for the Hogback bus route	Completed	Stuckey	See Hogback average weekday ridership per trip data above
18.	Consider extending BRT into I-70 corridor	Future meeting	Stuckey	Staff working on Grand Avenue Bridge transit mitigation plan that will increase frequency of Hogback bus service. Staff also applied for and was awarded \$200k grant to increase frequency of Hogback service.

## Finance Department Update – Mike Yang, Director of Finance

2014 Budget Year				
General Fund	December YTD (as of 1/31/15)			
	Actual	Projection	Amend. Budget	% Var.
<b>Revenues</b>				
Sales tax (1)	\$ 16,468,682	\$ 18,634,000	\$ 17,824,000	4.5%
Grants	\$ 1,546,410	\$ 1,546,410	\$ 1,606,154	-3.7%
Fares (2)	\$ 4,486,580	\$ 4,486,580	\$ 4,346,000	3.2%
Other govt contributions	\$ 2,272,971	\$ 2,272,971	\$ 2,350,891	-3.3%
Other income	\$ 460,072	\$ 460,072	\$ 366,000	25.7%
<b>Total Revenues</b>	<b>\$ 25,234,715</b>	<b>\$ 27,400,033</b>	<b>\$ 26,493,045</b>	<b>3.4%</b>
<b>Expenditures</b>				
Fuel	\$ 2,095,127	\$ 1,995,127	\$ 2,023,009	-1.4%
Transit (3)	\$ 16,961,808	\$ 16,961,808	\$ 16,579,663	2.3%
Trails & Corridor Mgmt	\$ 479,662	\$ 479,662	\$ 507,994	-5.6%
Capital	\$ 2,241,458	\$ 2,341,458	\$ 2,691,710	-13.0%
Debt service	\$ 2,282,446	\$ 2,282,446	\$ 2,283,753	-0.1%
<b>Total Expenditures</b>	<b>\$ 24,060,500</b>	<b>\$ 24,060,500</b>	<b>\$ 24,086,129</b>	<b>-0.1%</b>
<b>Other Financing Sources/Uses</b>				
Other financing sources (4)	\$ 6,543,727	\$ 6,543,727	\$ 6,556,525	-0.2%
Other financing uses	\$ (2,300,926)	\$ (2,330,926)	\$ (2,615,819)	-10.9%
<b>Total Other Financing Sources/Uses</b>	<b>\$ 4,242,800</b>	<b>\$ 4,212,800</b>	<b>\$ 3,940,706</b>	<b>6.9%</b>
<b>Change in Fund Balance (5)</b>	<b>\$ 5,417,015</b>	<b>\$ 7,552,333</b>	<b>\$ 6,347,622</b>	<b>19.0%</b>

(1) Actual sales tax revenues do not reflect December data. Through November, sales tax is up approx. 10% over the prior year. The projection assumes December sales tax revenues will continue to be 10% over the prior year.

(2) Through December, regional fare revenue was up approx. 11% over the prior year, whereas regional ridership on fare services was up 19%. This indicates that the rate of the fare increase was approximately 58% the rate of the ridership increase. However, this ratio only appears to have occurred during approximately 3 of the past 10 years, due to fare increases and recession-related ridership decreases that skewed the data to some extent. The chart below provides a 2013/2014 comparison of actual fare revenues and ridership on RFTA fare services:

Fare Revenue:	Audited 2013	Unaudited 2014	Increase/ (Decrease)	% Change
Regional Fares	\$3,771,716	\$4,177,776	\$ 406,060	11%
Other Service/Maroon Bells	\$ 228,545	\$ 288,384	\$ 59,839	26%
Advertising	\$ 25,747	\$ 20,420	\$ (5,327)	-21%
<b>Total Fare Revenue</b>	<b>\$4,026,008</b>	<b>\$4,486,580</b>	<b>\$ 460,572</b>	<b>11%</b>
Ridership on RFTA Fare Services:	2013	2014	Increase/ (Decrease)	% Change
Highway 82 (Local & Express)	1,520,740	1,156,313	(364,427)	-24%
BRT	148,768	826,952	678,184	456%
SM-DV	53,598	68,603	15,005	28%
<b>Subtotal Regional</b>	<b>1,723,106</b>	<b>2,051,868</b>	<b>328,762</b>	<b>19%</b>
Maroon Bells	100,319	123,128	22,809	23%
Grand Hogback	70,071	86,088	16,017	23%
<b>Total Ridership on RFTA Fare Services</b>	<b>1,893,496</b>	<b>2,261,084</b>	<b>367,588</b>	<b>19%</b>
Avg. Fare/Ride (excludes MB)	\$ 2.10	\$ 1.95	\$ (0.15)	-7%
Avg. Fare/Ride MB	\$ 2.28	\$ 2.34	\$ 0.06	3%

- (3) Transit expenditures exceed budget primarily as a result of increased service levels; however, if needed, any excess revenues can fund the additional expenditures. Staff will continue to monitor this and recommend further adjustments as needed.
- (4) Approximately \$6.2 million pertains to the one-time transfer of the remaining fund balance from the BRT Special Revenue Fund, which closes in the current year.
- (5) Over the course of the year, there are times when RFTA operates in a deficit; however, we are projecting that we will end the year with a higher surplus or addition to fund balance than budgeted.

RFTA System-Wide Transit Service Mileage and Hours Report								
Transit Service	Mileage December 2014 YTD (Prelim)				Hours December 2014 YTD (Prelim)			
	Actual	Budget	Variance	% Var.	Actual	Budget	Variance	% Var.
RF Valley Commuter	3,740,482	3,422,504	317,978	9.3%	163,567	144,758	18,809	13.0%
City of Aspen	484,168	482,541	1,627	0.3%	52,413	51,834	580	1.1%
Aspen Skiing Company	266,453	265,310	1,143	0.4%	18,366	17,653	713	4.0%
Ride Glenwood Springs	120,890	121,685	(795)	-0.7%	9,739	9,731	8	0.1%
Grand Hogback	216,433	195,680	20,753	10.6%	8,327	7,978	349	4.4%
X-games/Charter	13,024	18,740	(5,716)	-30.5%	1,092	1,725	(633)	-36.7%
Senior Van	18,979	16,827	2,152	12.8%	1,808	1,790	18	1.0%
MAA Burlingame	39,282	38,233	1,049	2.7%	3,756	3,620	136	3.8%
Maroon Bells	46,687	43,387	3,300	7.6%	3,917	3,569	348	9.8%
<b>Total</b>	<b>4,946,398</b>	<b>4,604,907</b>	<b>341,491</b>	<b>7.4%</b>	<b>262,985</b>	<b>242,658</b>	<b>20,327</b>	<b>8.4%</b>

#### Line of Credit Renewed

RFTA renewed the \$1 million line of credit with Alpine Bank with a maturity date of December 15, 2015.

Background: The RFTA Board adopted Resolution 2009-07 authorizing the establishment of a \$1 million line of credit with Alpine Bank. Staff interprets this resolution to be perpetual in nature and intends to renew the line of credit each year, unless the Board directs otherwise. To date, RFTA has never drawn down against this line of credit.

#### 2014 Financial Statement Audit – Schedule

2014 Financial Statement Audit Schedule		
Date	Activity	Status
5/4/2015 – 5/8/2015	Start of Audit – auditors conducting onsite fieldwork	<i>On schedule</i>
6/15/2015 - 6/26/2015	During this period, staff anticipates that the Audit Report will be reviewed by the <b>RFTA Board Audit Subcommittee</b> . A meeting will be held at a RFTA office between the Audit Subcommittee, the auditor and staff to discuss the audit in detail.	<i>Email will be sent to Audit Subcommittee to establish date &amp; location of meeting.</i>
7/3/2015	Final Audit Report to be distributed to RFTA Board with July Board Packet	<i>On schedule</i>
7/9/2015	Presentation of Final Audit Report at RFTA Board Meeting by Auditor	<i>On schedule</i>

McMahan & Associates, LLC will conduct the 2014 financial statement audit. Attached are copies of the signed engagement letter as well as the Peer Review Opinion Letter and Peer Review Acceptance Letter provided by our auditors.

**At this time, the RFTA Board should decide if any new members of the Audit Subcommittee should be appointed or make any changes (see below for list of members).** Staff will correspond via email with the Subcommittee to establish the date and location of the meeting which is expected to be held during the second half of June before the July Board meeting where the final audit report will be presented to the RFTA Board.

Background: The Audit Subcommittee was created in 2011 and has been comprised of at least two members of the RFTA Board and at least one independent financial expert. Since then, the subcommittee has met annually to review and discuss the prior year's audit report with the external auditor and RFTA staff to gain a better understanding RFTA's financial condition. Afterwards, the subcommittee would provide a summary report of the meeting to the RFTA Board as part of the presentation of the audit at the July Board meeting.

Current Audit Subcommittee Members:

1. **Kathy Chandler-Henry**, RFTA board vice-chair,
2. **Ted Edmonds**, RFTA board member,
3. **John Lewis**, independent financial expert and Eagle County Director of Finance, and
4. **John Redmond**, independent financial expert and Pitkin County Director of Finance

Anticipated quests include:

1. **Paul Backes**, CPA and Partner at McMahan & Associates, LLC (external auditor)
2. **Dan Blankenship**, RFTA CEO
3. **Michael Yang**, RFTA Director of Finance
4. **Paul Hamilton**, RFTA Assistant Director of Finance

Audit Subcommittee Meeting Expectations: An agenda will be set forth by the subcommittee. The draft version of the audit report will be made available to the subcommittee prior to the meeting. The external auditor will present the audit report to the subcommittee and answer questions related to the report and audit process. RFTA staff will also be available answer questions. In addition, the meeting will allow time for the subcommittee to discuss the audit report without RFTA staff present.

<b>OPERATIONS REPORT – Kent Blackmer, Co-Director of Operations</b>
---------------------------------------------------------------------

At the January 8, 2015 Board of Directors Meeting, Board Members Jacque Whitsitt and Steve Skadron raised concerns about RFTA Bus Operators as it related to yielding to pedestrian, consistency of training, observance of speed limits, community culture, recruitment, and retention. In response to these concerns, the following information is being provided:

**Bus drivers respecting pedestrian's ROW in crossing the streets:**

In each jurisdiction we serve, RFTA drivers are required to yield the right of way to pedestrians at intersections and crosswalks. However, the City of Aspen has the greatest number of pedestrian crossings of all our jurisdictions. So, we use the City of Aspen as a point of emphasis in yielding the right of way to pedestrians in crosswalks and intersections. In order for our new drivers to become eligible to work on their own, they must do extensive route training; including training on City of Aspen routes - Hunter Creek, Cemetery Lane, Mountain Valley Dial a Ride, Galena Street Shuttle, Cross Town Shuttle and Castle Maroon. Our route trainers stress to all trainees that they must yield the right of way to pedestrians in cross walks and intersections.

Additionally, we chart Ride-a-Longs; charting what drivers have been ridden with, for how long, and noting if there were any issues of concern. Ride-a-Longs are bus rides taken by our supervisory staff with all operators – veterans and rookies. During these Ride-a-Longs our supervisors make sure that all drivers watch for pedestrians and grasp how imperative it is to yield to pedestrians in crosswalks and intersections. If a driver is

inattentive to pedestrians, or impinges on a pedestrian, their unacceptable driving behavior is noted on a hard copy Ride a Long. The Ride-a-Long hard copy is a form that the driver must sign and is then entered into their record. These records are then used to determine if someone will be retained, promoted, or given a merit increase.

### **Consistency in training for the bus operators:**

- 1.) A trainer's manual will be developed before next fall's hiring and training season
- 2.) Operators who have been trainers and want to continue to train must "reapply"
- 3.) A train the trainer class will be conducted before next fall.
- 4.) Trainers will be required to adhere to the trainer's program outline
- 5.) RFTA will get patches or hats made for those who make the grade after the first new training season ends.

Most weeks of the year the Directors of Operations issue *Weekly Memos*. These memos are intended to make sure all members of the Operations department are working off the same play book. With all of our varying routes and services, the number of stops that we service and our many payment systems/zones, we know we must continually remind and clarify our operating procedures and policies to our staff. Our Weekly Memo is our primary vehicle for doing so.

For more in depth issues we generally conduct 'In Service Training' twice a year, in the spring and fall. We address issues like respecting pedestrians ROW, speeding concerns and customer service issues in these In Service Trainings. This spring all of our driving staff will get recertified in the National Safety Council – Defensive Driving Course. We do this certification and re-certification every three years.

### **Obeying the speed limit on City streets:**

Given the levels of pedestrian activity and the icy roads our drivers encounter on City streets, RFTA Operations underscores safety as our primary concern. Safety achieved by obeying speed limits and reducing speed when and where appropriate. Again, our new driver hands on training, and our Ride a Long program, highlight the criticality of obeying all laws – particularly speeding.

Our new IT equipment – *Clever Devices* allows our 24 hour a day Dispatchers to have maps of our entire service area up on computer screens. A Dispatcher need only hover over a bus icon to determine, the driver, the shift, the speed, on time performance, etc. Dispatchers are instructed to monitor buses in all jurisdictions using Clever on a sometimes systematic basis and sometimes on a random basis.

*Clever Devices* also provides an on time performance screen that allows a Dispatcher to determine at a glance if a particular route is running ahead of schedule – an indicator of a speeding bus.

Our IT Director is working on extracting reports from *Clever* on a weekly/monthly basis that will accurately identify when a driver has been speeding at any time during their shift in any jurisdiction. Since all of our buses are equipped with GPS this monitoring has been made possible. However, there are some bugs to be resolved – for example we want to be sure that when a bus is slowing down to adhere to a reduced speed zone that the coordinates are correctly indicating that the bus has been speeding in this kind of transition.

To our knowledge we have not directly received any speeding complaints from the public or law enforcement in the City of Aspen this winter. When we do get complaints we go to pains to explain to complainants that it is most helpful to us if we can get a bus number, time of day, and bus direction so that we can target offenders rather than potentially condemn our staff wholesale.

## **Teaching the culture and flavor of each community to the new bus operators:**

For more than 10 years RFTA has been distributing a small handbook to all new drivers entitled, Spanish for Bus Drivers. RFTA was the primary behind the development of this handbook. The Latino population in the Roaring Fork Valley makes up a significant percentage of our ridership on our regional routes.

RFTA is posting a job for a Communications Manager. One of the responsibilities of this Communication Manager will be to develop public relations and customer relations programs for our drivers. We will seek to weave the issue of culture and flavor of our communities into these programs.

## **On retaining bus operators all year long, Whitsitt suggested to have RFTA staff communicate and look into partnership with other jurisdictions and swap employees in off-season periods.**

On January 24, 2015, John Hocker met with the Manager of Transportation Services of the Alaskan based Holland America- Princess cruise lines. Stephen Jones was in Colorado visiting with various Colorado Resort Transit Operators to see if he could establish a CDL driver exchange program. His operation employs over 300 CDL bus operators from May 1 through the end of September each year. He wanted to see if RFTA could send him CDL drivers for his summer season and if we could use his summer drivers for our winter season.

His operation takes passengers off the cruise ships in the Alaskan ports of Anchorage, Seward and Ketchikan and takes them on scenic tours. His company also provides tourist transportation to Denali National Park from Anchorage. After talking with Stephen he found a lot of similarities in his bus operators' job descriptions and RFTA's bus operators' job descriptions. For example our Maroon Bells bus tours are similar to his tour bus operation and his bus operators deal with tourists from all over the world, as do RFTA bus operators. The majority of his buses are MCI's and Gilligs, which are the same buses that make up a fairly significant part of RFTA's bus fleet.

John Hocker explained to Mr. Stone that even though we would like to see most of our winter seasonal bus operators return for the summer season, he would be willing to post summer Alaskan CDL driving job opportunities in RFTA facilities at the end of the winter season each year. The caveat being that Mr. Stone would then post winter CDL bus driving job opportunities for RFTA at his 7 facilities in Alaska at the end of his summer season. He liked the idea and we agreed to follow up with a course of action this coming March. Jones also expressed that providing year round work for his drivers was his primary goal so, even if RFTA doesn't offer up too many summer drivers, at least it may keep some of his drivers employed and in the business. Lastly, there was an exchange of literature regarding our bus operations and hiring procedures and requirements.

RFTA Operations will be looking to promote 30 Seasonal CDL Drivers at the end of this winter season to Year-Round benefitted positions. This will allow us to enter the summer season with enough year round drivers to meet the number of summer work bids; approximately 150. Although many drivers do appreciate having the opportunity to work overtime, due to a lack of drivers, we believe that ultimately a lack of drivers leads to burn out and higher turnover.

To even the playing field somewhat for our newer personnel, we began a program this winter wherein we payout a premium for weekend work. The premium is higher for those working both weekend days, with a lower amount for someone scheduled to only work a Saturday or a Sunday. Most of our veteran personnel pick shifts on a Monday through Friday basis only. They are not eligible for this weekend shift premium. We hope this kind of program will incentivize some of our newer personnel to stay on.

Facilities and Bus Stop Maintenance Feb 12, 2015

**Glenwood Maintenance Facility (GMF):**

- There are no significant items to report.

**Carbondale Maintenance Facility (CMF):**

- There are no significant items to report.

**Capital Projects Update**

**Rubey Park Renovation Project:**

The Rubey park renovation project is out to bid and the current basic project schedule is:

- Pre bid meeting February 4<sup>th</sup>.
- Bids due March 3<sup>rd</sup>.
- Construction begins April 15<sup>th</sup>.
- Project substantial completion November 23<sup>rd</sup>.

If staff receives an acceptable bid on March 3<sup>rd</sup>, staff will begin contract negotiations with the apparent low bidder and work to hold to the April 15<sup>th</sup> project start date.

**AMF Phase 3- Indoor bus storage:**

The design process for the smaller phase 3 of the AMF renovation project is underway and a conceptual drawing of the project is included as AMF expansion concept.pdf included in the February 2015 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the Board Agenda packet. The current basic project schedule is:

- Project out to bid in May
- Bids due in June
- Utilities and grading elements constructed during the fall 2015
- Building structure in Spring/summer of 2016.

RFTA has also received an \$896,278 grant from CDOT to advance other needed renovations to the AMF facility which we will be referring to as phase “4” of the AMF renovation project. The grant was written to fund:

- The replacement of the drive lanes from the new employee parking lot to the bus wash and fueling area.
- Construct a lighted canopy attached to the front of the facility where the buses pull out to provide a sheltered, well lit area for drivers to do pre-trip inspections of their buses prior to heading out on their routes.
- Replace the cladding on the existing building. This cladding and insulation has deteriorated over the years, become compromised and no longer provides the weather proofing and insulation value the facility requires.

**West Glenwood Park and ride design:**

Staff has received the conceptual drawings from SGM for the West Glenwood Springs park and ride facility, please see WGPR concept (2).pdf included in the February 2015 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the Board Agenda packet. Staff is currently reviewing this submission and will be moving forward with the 30% drawings. The basic schedule for this project is:

- 100% plan set done in April
- Project out to bid in May
- Bids due in June
- Construction completed by November

### **Office Space and Housing Strategic Plan:**

The first two tasks in the process of developing an office space and housing Master Plan are moving forward. On Monday November 17<sup>th</sup> a meeting was held with key RFTA staff members to gather their input on the needs of the organization and their ideas about how to format the final report into a document that will be useful to forecast, plan and construct the housing and office space facilities the organization will need to function safely and efficiently over the next 20 years. An assessment of the condition and suitability of each facility for its intended use is also underway.

### **Carbondale Park and Ride:**

RFTA has received an \$802,050 CDOT grant for the construction of the Carbondale park and ride expansion project. This grant is currently programmed into the 2016 CDOT budget which would normally make these funds available in July of 2015. However, the grant funds can't be expended until an executed contract is received from CDOT. Since that could take several months, and potentially delay the startup of construction in 2015, staff is working with CDOT to expedite the contract so that it can be finalized in the spring of 2015. That way, the park and ride expansion project will have a chance of getting under construction in time to get it completed and open by November of 2015.

### **New Castle Park and Ride:**

RFTA has received a FASTER grant from CDOT for \$600,000 dollars for the construction of the New Castle park and ride facility. These funds are programmed into the 2017 CDOT budget and will be available sometime late 2016. Staff will combine this with the \$200,000 FMLD grant RFTA has also received for this project and the combination of these grants should be sufficient to construct the park and ride in 2017.

### **Glenwood Maintenance Facility:**

Staff has been applying for several grants to fund the design and construction of improvements to the GMF to accommodate the increased number of busses operating from the facility. RFTA recently received a \$500,000 dollar grant from CDOT for this project and staff is waiting to hear the outcome of FLMD and DOLA grants applications that staff submitted. Once staff knows the amount of funds available for the project, it will develop a plan to design and build some improvement to the facility. The overall goal is to have expanded parking constructed as quickly as possible to ease the overcrowding at the facility and position RFTA to provide traffic mitigation in 2017 for the Grand Avenue Bridge construction project.

### **RFTA Bus Stops and Park & Ride Lots:**

- There are no significant items to report.

## **Facilities, Rail Corridor & Trail Update**

### **RFTA Employee Housing**

- The Main Street apartment complex in Carbondale, a 5 unit complex with 7 beds, is currently at 71% occupancy.
- The Parker House apartment complex in Carbondale, a 15 unit complex with 24 beds unit, is currently at 87% occupancy.



- RFTA's allotment of long-term housing at Burlingame in Aspen, consisting of four one-bedroom units, is currently at 75% occupancy.
- RFTA has taken control of 10 seasonal units/20 bedrooms at Burlingame as of September 1, 2014. Occupancy is currently at 75%
- RFTA Permanent employee housing is currently at 80%. With seasonal employee housing at Burlingame factored in, overall employee occupancy is at 78%.

- **Rio Grande Trail and Corridor**

➤ **Right-of-Way Land Management Project:** Along with its legal and engineering consultants, RFTA staff is working on completing the following tasks in 2015:

- Review the research completed by the consulting attorneys for RFTA related to the railroad ROW for preparation of a CPP, ACP and Trail Management Plan (*Complete*);
- Research other existing rail-banked corridors to see if policies for these types of corridors already exist that might be applicable and used by RFTA (*Continuing to research*);
- Review and comment on the existing templates & formats that RFTA is using for licensing in the Rail Corridor (*In process*);
- Determine whether crossings should be grade-separated, at-grade, or if each crossing of the corridor should be decided on a crossing by crossing basis (*In Process*);
- Provide recommendations and criteria for at-grade crossing systems that would be used to allow trains right-of-way, cross bucks, etc. (*Moved to 2016*);
- Completion and recommendation of development of a process and fee structure for RFTA that will enable it to have railroad and legal experts review, assess and report on proposed development impacts along the corridor along with recommendations regarding potential mitigation of the impacts that RFTA can provide to permitting jurisdictions (*In Process*);
- Complete the update of utilities, drainage structures, and other related improvements noted, started in 2013, with CAD files for the Survey data, in the Wye area only (*Complete*). The Survey will not be formally revised until the entire corridor is completed; however, a draft copy of the affected sheets from the survey will be provided as a matter of information at this time;
- Provide coordination and obtain an appraisal of the UPRR reserved easement area of the railroad right-of-way through our sub-consultant, H.C. Peck and Associates. The appraisal will include appropriate appraisal methodology for the valuation of the corridor interests in the easement area. The appraisal will be provided in a summary appraisal report. The appraisal will look first at the value of the entire UPRR easement, then the value of the UPRR easement minus the 50-foot Right of Way required for each leg. A portion of the cost of this task will be reimbursed to RFTA by the City of Glenwood Springs, up to a maximum of \$10,000. The appraiser was onsite in Glenwood Springs on September 17<sup>th</sup>. He met with city of Glenwood Springs' staff and a representative of the Union Pacific. (*In Process*).
- **River Edge Colorado** (*Sanders Ranch/Bair Chase/River Bend/Cattle Creek development*) Crossing Review and Coordination; Staff and the River Edge developer (REC) met to discuss the current crossing rights for this development. The developer is proposing new crossing locations as part of their application to Garfield County. Once the final crossing locations are approved by Garfield County, The developer will update some of the current assumptions regarding use of the crossing and then apply to RFTA for review of the design and then to the PUC for final approval of the crossing. RFTA staff, with advice from RFTA's attorneys will work to develop updated agreements for the RFTA Board to review, clarify and/or approve (*Ongoing*);

- **South Bridge Crossing Review and Coordination** – RFTA received a response to our comments on the Environmental Assessment. RFTA staff has reviewed the response with RFTA’s railroad attorneys and engineers and provided a technical response to CDOT and the City. RFTA staff met with CDOT and City of Glenwood Springs staff on August 14, 2014 to discuss the technical response and to give some follow-up direction to the City on the design of the South Bridge project. The City Engineer has responded with an updated design for the South Bridge crossing. RFTA’s engineering consultants and attorneys reviewed the updated design and RFTA has provided a response to the City (*Ongoing*);
- **8<sup>th</sup> Street Crossing Project by the City of Glenwood Springs**– (City of Glenwood Springs project – 30% Engineering Review for GWS Grade Separated Crossing) – Coordination including conference calls, e-mail correspondence and review of the City of Glenwood Springs’ consultant’s drawings, designs and other related documents for 30% design of the proposed 8th Street alignment and its crossing over RFTA’s railroad, including a structure selection report. Prepare response comments, possibly including marked-up drawings and documents. Coordination is anticipated to include RFTA, City of Glenwood Springs, CDOT, and Jacobs Engineering for 2014. There are no updates from the City since October 2014; however, RFTA staff understands that the UPRR has received three designs from the City and is reviewing all of them (*Ongoing*)
- **8<sup>th</sup> St. Open Cut Crossing Project by CDOT**: Coordination including conference calls, e-mail correspondence and review of CDOT’s consultants drawings, designs and other related documents for the proposed 8<sup>th</sup> Street detour open cut crossing of RFTA’s railroad. Prepare response comments, possibly including marked-up drawings and documents. (RFTA received the 30% design from CDOT, via the UPRR on 1-22-15 and has forwarded the designs to our rail engineers to begin the review process) Coordination is anticipated to include RFTA, City of Glenwood Springs, CDOT, and Jacobs Engineering for 2015 (*Ongoing*);
- **Industry Way, Carbondale** – Crossing Review & Coordination: Coordination including conference calls, email correspondence, designs and other related documents for proposed crossing improvements of Industry Way. Prepare response for town staff (The Town of Carbondale will be participating in the cost of this process up to \$2500.00) This process has been delayed until the Access Control Plan (ACP) has been updated and accepted by the RFTA Board; (*On Hold*)
- **Corridor Access Control Plan Up-Date**: *A draft of the Access Control Plan, a component of the Comprehensive Plan was presented to the RFTA Board at the October 9<sup>th</sup> and January 8<sup>th</sup> RFTA Board meetings. A draft of the Design Guidelines (DG) document was also presented to the RFTA Board at the January 8<sup>th</sup> Board meeting. Staff also sent copies of the ACP, DG and a copy of the Survey Land Schedule to each RFTA Board member and RFTA’s member jurisdictions, Planning and Engineering (if applicable) departments for review. Staff placed the ACP and DG out for a 30 day public comment period on the RFTA website at [www.rfta.com/traildocs.html](http://www.rfta.com/traildocs.html) beginning Friday, January 9<sup>th</sup>, 2015. The public comment period has been extended until the RFTA Board meeting scheduled February 12<sup>th</sup>.*

#### **Rio Grande Trail update from Brett Meredith – RFTA Trails Manager**

- Staff is out plowing the RGT corridor from Glenwood Springs up to Carbondale when a significant storm occurs.
- Staff is grooming the RGT from Snowmass Drive to Catherine Bridge, for cross country and skate skiing.
- Staff continues to participate in the Pitkin County Open Space management planning efforts concerning the Rio Grande Trail corridor.
  - Pitkin Co Open Space and Trails (PCOST) has been working on a draft management plan
  - RFTA Staff attended a meeting with Lindsey Utter to discuss work to date and draft materials
  - PCOST will have a draft open for public comments beginning in February

- Staff has requested that a PCOST representative attend the RFTA March Board Meeting to discuss the management plan
- Staff is coordinating with CCAH to discuss art in the corridor and overall beautification through Carbondale.
  - Staff is working with Amy Kimberly to draft grant applications
  - Staff is working with local artists to design wayfinding signs to post along RGT
- Trail staff is searching for capital and maintenance grant opportunities
- Staff is coordinating with the Town of Carbondale, hoping to figure out a way to irrigate the RGT through Carbondale
- Staff has been coordinating with Holly McLain and equestrians to plan a soft surface trail adjacent to the RGT
- Staff attended CDOT's Bicycle Facilities Design Course in Crested Butte
- Staff has been coordinating with the Roaring Fork Audubon to address their concerns regarding the dangers to birds from the clear, large plate glass windows in the BRT stations. The Roaring Fork Audubon has requested that RFTA consider allowing them to adopt each BRT station and install bird friendly stickers on the large pieces of glass. The contention is that birds cannot see the clear glass in the stations, fly into the glass, seriously injuring them and then flying off to die from their injuries.

The Roaring Fork Audubon has provided several studies on this topic and has provided RFTA with a couple of designs to install on the Carbondale BRT station. Staff has settled on a design that we feel works well with the design of the new BRT stations and if the Board agrees and directs, staff would like to allow the Roaring Fork Audubon to “adopt” the Carbondale BRT station and install the bird-friendly stickers. Staff will work with the Roaring Fork Audubon to develop an agreement for installation, maintenance and if necessary, removal of the bird-friendly stickers. Here is the design that staff has deemed acceptable:



**Tree Farm Development Update:** RFTA was provided the opportunity to review and comment on the Tree Farm Planned Unit Development proposed in unincorporated Eagle County across SH82 from the Willits Town Center (WTC). The 71-acre site is proposed to consist of up to 400 residential units and 135,000 net square feet of commercial space at buildout.

The Sketch proposal submitted for referral in 2008 specified a “225-space, two level structured parking garage, of which 50 spaces will be dedicated to RFTA.” In the most recent proposal, the Preliminary Approval Request to Eagle County, the Tree Farm proposed a fee-in-lieu of \$3,350 per space, which, according to RFTA’s recent experience creating surface park and rides, would amount to roughly 15% of the cost to buy land, permit, design and build.

In a subsequent meeting with RFTA in mid-January, the Tree Farm offered to increase the fee-in-lieu to not more than \$500,000, to be payable incrementally by PIF or Metro District tax. Other options discussed for compensation included a combination of fee in lieu + parking on site, and/or providing land to RFTA on site for the provision of circulator bus parking.

On January 29<sup>th</sup>, RFTA met with Town of Basalt staff and WTC representative Tim Belinski to discuss applying \$500,000 to purchasing parking spaces in the WTC garage. Town Manager Mike Scanlon verified that parking mitigation for the Tree Farm (and for future development) is important, and that the Willits parking structure would be an ideal location. Belinski offered to draft an agreement that would address the purchase of 50 spaces, or roughly **half** the capacity of the structure, and address the long-term maintenance and operations of a co-owned structure.

The full report (Summary of Tree Farm Development Discussions for February 2015 RFTA Board.pdf) is provided in the February 2015 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the Board agenda packet.

The 2-12-15 Planning Department Update.pdf can be found in the February 2015 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the RFTA Board meeting Agenda.