

**ROARING FORK TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING AGENDA**

TIME: 8:30 a.m. – 12:00 p.m., Thursday, January 8, 2015

USUAL LOCATION: *Town Hall, 511 Colorado, Carbondale, CO*

(This Agenda may change before the meeting.)

	Agenda Item	Policy	Purpose	Est. Time
1	Call to Order / Roll Call:		Quorum	8:30 a.m.
2	Executive Session:			
	A. <u>Five Matters:</u> 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: (5) CEO Performance Review		Executive Session	8:31 a.m.
3	Approval of Minutes: RFTA Board Meeting, November 13, 2014, <i>page 3</i>		Approve	9:45 a.m.
4	Public Comment: 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.
5	Items Added to Agenda – Board Member Comments:	4.3.3.C	Comments	9:55 a.m.
6	Consent Agenda:			10:05 a.m.
	A. 2015 Intergovernmental Agreement (IGA) Renewal Letter (Grand Hogback Service for 2015) – Dan Blankenship, CEO, <i>page 13</i>	4.2.5	Approve	
	B. Resolution 2015-01: Supporting the Application for a Grant from the Garfield County Federal Mineral Lease District (FMLD) Grant Program to Construct Components of the Glenwood Maintenance Facility Renovation and Expansion Project – David Johnson, Director of Planning, <i>page 14</i>	2.8	Approve	
7	Presentations/Action Items:			
	A. Draft Rio Grande Railroad Corridor Access Control Plan Update Presentation – Angela Kincade, Assistant Director, Project Management and Facilities Operations, <i>page 17</i>	1.1.C	Approve	10:10 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, <i>page 20</i>	1.1	Update/Direction	10:40 a.m.
	C. Policy Direction Regarding Management of RFTA Park & Ride Facilities – Mike Hermes, Director, Facilities, Property and Trails, <i>page 22</i>	4.2	Direction	10:55 a.m.
(This Agenda is Continued on the Next Page)				

	Agenda Item	Policy	Purpose	Est. Time
7	D. Update of 2015 RFTA 5-Year Strategic Plan – David Johnson, Director of Planning, page 24	2.10	Direction	11:20 a.m.
	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 - John Hocker and Kent Blackmer, Co-Director of Operations, page 26	2.13	Direction	11:30 a.m.
8	Information/Updates:			
	A. CEO Report – Dan Blankenship, CEO, page 30	2.8.6	FYI	11:40 a.m.
9	Board Governance Process:			
	A. Resolution No. 2015-02: Election of RFTA Board Officers for 2015 - Paul Taddune, Interim General Counsel, page 37	4.2.2.C	Election	11:45 a.m.
10	Issues to be Considered at Next Meeting:			
	To Be Determined at January 8, 2015 Meeting	4.3	Meeting Planning	11:55 a.m.
11	Next Meeting: 8:30 a.m. – 12:00 p.m., February 12, 2015 at Carbondale Town Hall	4.3	Meeting Planning	11:57 p.m.
12	Adjournment:		Adjourn	12:00 p.m.

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.

**ROARING FORK TRANSPORTATION AUTHORITY
BOARD MEETING MINUTES
November 13, 2014**

Board Members Present:

Jacque Whitsitt, Chair (Town of Basalt); Bill Boineau, Vice-Chair (Town of Snowmass Village); Bob Gordon (Town of New Castle); Kathy Chandler-Henry (Eagle County); Stacey Bernot (Town of Carbondale); Michael Owsley (Pitkin County); Steve Skadron (City of Aspen).

Voting Alternates Present:

Dave Sturges (City of Glenwood Springs).

Non-Voting Alternates Present:

George Newman (Pitkin County).

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; John Hocker, Operations Department; Barbara Hauptli, Procurement ; Michael Yang, Paul Hamilton, Finance Department; Kenny Osier, Maintenance Department; David Johnson, Jason White Planning Department.

Visitors Present:

John Krueger, City of Aspen; Mike Malone and Amy Thompson, Clean Energy Collective (CEC); Allan Harvey, Citizen; Geoff Guthrie, City of GWS; Dan Richardson, SGM; Matt Shmigelsky, CLEER.

Agenda

1. **Roll Call:**

Jacque Whitsitt, Chair, declared a quorum to be present (8 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:

Pursuant to C.R.S. 24-6-402(4)(e): for the purpose of determining positions relative to matters that may be subject to negotiations; and 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; and pursuant to 24-6-402(4)(e): for the purpose of determining positions relative to matters that may be subject to negotiations – Paul Taddune, General Counsel: 1) Personnel Matters: 2014 CEO Performance Review Process 2) 10/26/13 bus rollover accident; 3) BRT closeout issues.

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

RFTA staff present at the entire Executive Session included: Edna Adeh & Paul Taddune with Dan Blankenship, Mike Hermes and Nick Senn attending parts of the Executive Session.

Stacey Bernot moved to adjourn from Executive Session into the regular Board Meeting and Bill Boineau seconded the motion. The motion was unanimously approved.

No action was taken during the Executive Session. The Executive Session was adjourned at 9:15 a.m.

3. **Approval of Minutes:**

Dave Sturges moved to approve the minutes of the October 9, 2014 Board Meeting and Bob Gordon seconded the motion. The motion was unanimously approved.

4. **Public Comment:**

Jacque Whitsitt asked if any member of the public would like to address the Board or make a comment.

Allan Harvey, a citizen of the Town of Carbondale, addressed the Board regarding neighborhood concerns about noise and fumes created by RFTA's Commercial Driver's License (CDL) training activities taking place at the Carbondale Maintenance Facility. He requested that RFTA find alternative sites for training purposes.

Dan Blankenship responded that RFTA has reduced the training hours and bus idling at the CMF in the last couple of weeks. He added that RFTA doesn't currently have any other workable options for CDL training unless it buys additional property or leases property of suitable size. Blankenship said that RFTA could look for a solution in the future, but it doesn't have one readily available in the near term.

Michael Owsley noted that the uses allowed within these two adjacent, potentially incompatible zones (residential and industrial), are creating conflict. Jacque Whitsitt stated that RFTA staff will evaluate solutions and thanked Mr. Harvey.

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

Jacque Whitsitt asked if there were any items that needed to be added to the meeting agenda, but none were added.

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

Stacey Bernot noted that the Town of Carbondale, CDOT, Garfield County and RFTA were funding partners for the Town of Carbondale's Highway Redevelopment Project that was expected to close out in November, with the exception of the landscaping. She encouraged Board members to look at the completed project. She noted that the trail on the west side of Highway 133, connecting the RFTA Park and Ride to the Town, was RFTA's contribution to the project, and that it is being highly utilized. Bernot said that it has been a great project, which has gone very smoothly, and she greatly appreciated the support of the community and the project's partners.

Jacque Whitsitt noted that in the October publication of Metro Magazine, Dan Blankenship was named one of the 20 most influential transportation professionals of the decade. Whitsitt thanked Blankenship and added that the Board was very proud of him and appreciated his efforts.

Blankenship thanked the Board.

6. **Consent Agenda:**

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

Dan Blankenship requested that a letter of support to CDOT for several Section 5311 and FASTER grant applications for which RFTA was applying be added to the Consent Agenda, inasmuch as the letter required the Chair's signature.

The Board approved the request for the letter of support to be added to the following Consent Agenda:

- A. **Resolution 2014-19: Supporting the Application for a Grant from the Colorado Department of Local Affairs Alternative Fuels Program for the Incremental Cost, Over Standard Diesel/Gasoline, of One (1) Compressed Natural Gas (CNG) MCI Bus for the Grand Hogback Route and Two (@) CNG Vans for the Garfield County Traveler – David Johnson, Director of Planning**
- B. **Resolution 2014-20: Supporting the Application for a Grant from Energy and Mineral Impact Assistance Program for the Glenwood Maintenance Facility Expansion Design and Construction – David Johnson, director of Planning**
- C. **Resolution 2014-21: Amendments to RFTA Board Policy 2.2 on Treatment of Staff – Dan Blankenship, CEO**
- D. **Resolution 2014-22: Amendments to RFTA Board Policy 2.7 on Compensation and Benefits – Dan Blankenship, CEO**
- E. **Authorization for CEO to Execute IGA with City of Aspen for Management of Rubey Park Construction Project – Mike Hermes, Director of Property, Trails and Facilities**
- F. **Second Amendment to the Intergovernmental Agreement for Garfield County Senior Programs-Traveler Services – Dan Blankenship, CEO**

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

Michael Owsley stated that he wanted to pull **Item E** from the Consent Agenda to allow for more discussion and consideration of the matter.

Stacey Bernot made a motion to approve Items A, B, C, D, and F, on Consent Agenda and Bob Gordon seconded the motion. The motion was unanimously approved.

Michael Owsley asked whether RFTA's construction management services connected with the Rubey Park renovation project were going to be considered part of RFTA's local match. He also wanted to understand the extent of RFTA's financial commitment to the project. Dan Blankenship stated that Mike Hermes, Director of Facilities, and Nick Senn, Senior Project Manager, had been working closely with John Krueger, Director of Transportation, at the City of Aspen throughout the development and design of the project and that RFTA is contributing \$500,000 in cash, as well as in-kind construction management services. RFTA and the City worked together to garner \$3 million in grants for the project for which RFTA will be the grantee. Senn commented that the City will be responsible for all additional funding for the project, similar to the funding agreement developed for Pitkin County's AABC underpass project.

Owsley stated that he has confidence in staff's performance, but that he didn't want RFTA to be held responsible for cost overruns or unforeseen problems connected with the project.

Hermes said that Rubey Park must be kept operational during construction, which will require a tremendous amount coordination and cooperation among the parties. John Krueger also added that the City intends to be the face of the project and that it will coordinate the community outreach and public information process.

With no further comments, **Bernot made a motion to approve Item E of the Consent Agenda and Bob Gordon seconded it. The motion was unanimously approved.**

Referring back to the Public Comments made by Allyn Harvey, Steve Skadron noted that City of Aspen residents share some of the same issues as the CMF's neighbors in Carbondale. Growth in each community increases the potential that there will be conflicts created by the impacts of public transportation on residential areas. Owsley mentioned that CNG and electric buses operate more quietly and should decrease the complaints as they are increasingly deployed.

7. **Presentation/Action Agenda:**

1. **Authorization for CEO to Perform Due Diligence Regarding a Lease/Purchase Agreement to Acquire a Clean Energy Collective (CEC) Solar Array to Offset RFTA's Holy Cross Energy (HCE) Utilization** – Dan Blankenship, CEO; Jason White, Assistant Planner; Amy Thompson and Mike Malone, Clean Energy Collective.

Dan Blankenship directed the Board's attention to a summary of the proposed RFTA Solar Array acquisition project on pages 26 and 27 of the Board Agenda packet. Blankenship said that RFTA is moving towards utilizing renewable energy and that solar panels could help to offset some of RFTA's carbon impacts and make RFTA more financially sustainable in the long term. He added that staff has examined a number of proposals for solar options, and those proposed by CEC seem to be workable for RFTA. Blankenship added that if RFTA uses a lease/purchase mechanism to finance the acquisition of a solar array, the cost of the debt service would roughly be equivalent to RFTA's current and projected Holy Cross Energy (HCE) electric bills. HCE credits for the electricity generated by the solar array would help to offset electricity costs, Blankenship said, and revenue RFTA currently uses to pay for electricity could be used to pay debt service on the lease/purchase agreement. Based upon the current assumptions, the solar array project would start generating a positive cash flow in about 5 or 6 years. Blankenship also stated that at the end of the 20-year term, when the debt was paid off, RFTA would reap significant energy cost-savings, because the useful life of the solar array is estimated to be approximately 50 years. Blankenship then discussed the pro-forma on page 28 of the Board packet, after which he introduced Amy Thompson and Mike Malone from CEC, who invited the Board's attention to a PowerPoint presentation that they had prepared.

Before the presentation, Blankenship interjected that he would be seeking the Board's authorization to allow him to perform due diligence regarding the CEC proposal and the terms of a lease/purchase agreement with Alpine Bank, which would provide the project financing. However, Blankenship added that in order to reserve space in the solar array, it would be necessary for the Board to approve a 10%, fully-refundable, deposit. Blankenship stated that he would come back to the Board in January with a recommendation regarding the solar array acquisition and likely would seek final approval of the project at that time. Blankenship also indicated that Eagle County planned to purchase a significant amount of the capacity in the solar array and unless RFTA reserved its capacity soon, it might not have an opportunity to do so at a later date.

In response to a question from George Newman about whether Garfield Clean Energy, CLEER, and others had evaluated the CEC proposal, Jason White, RFTA Assistant Planner, stated that everyone was aware of RFTA's interest in purchasing the solar array panels. If the Board approved the deposit of 10%, White said that RFTA will engage in more detailed research and consulting. White added that there may also be some interest in having CEC consult with GCE to explore strategies about how and where to construct more solar arrays in the future.

In response to a question from Steve Skadron regarding how much remaining capacity the solar array had, Thompson responded that CEC should fairly rapidly sell out the remainder of the array to a variety of buyers, commercial, public, and private. She noted that the array offers significant tax benefits for commercial entities. She added that Alpine Bank will take the depreciation and offer RFTA a tax-exempt interest rate. In response to Skadron's second question about the size of the array, Thompson said the array will be situated on an 11.7-acre site.

Thompson continued providing an overview of CEC and its off-site solar array program. CEC has negotiated a 20-year power purchase agreement with HCE, which has a renewal option for an additional 20 years. Thompson said that it is believed that an array will produce energy well beyond 20 years. Anyone with a HCE meter can purchase capacity in the community solar array for as long as it lasts.

Thompson said that the number of the panels that one owns within the array generates a certain amount of energy. HCE will purchase all of the energy generated by the array and provide the owners with credits on their electric bills. Thompson said that once you own your panels, you can move the credits from meter to meter or sell them; the program is totally flexible. She noted that this was important for RFTA, since some of its buildings may or may not exist in 20 years.

CEC maintains the array through a separate Operations and Maintenance (O&M) trust. The price of O&M is included in the purchase of the array. If CEC goes out of business, the O&M trust will continue to maintain the array. She stated that CEC's goal is to get 50 years of life out of a solar array. The panels typically last more than the 25-year warranty period, and the O&M fund will provide regular maintenance on the array. Additionally, CEC will pass the federal tax credits to the initial commercial and private owners of the array, which is appealing to entities such as Alpine Bank.

Michael Owsley asked Michael Yang if he had reviewed the financial information regarding the solar array and whether he agreed with it. Yang responded that he had participated in the meetings and the financing made sense to him.

Blankenship stated that he anticipated that CEC and HCE would renew the power purchase agreement after the first 20 years. He added that changes in energy technology in the future could make predicting the array's estimated energy cost-savings for RFTA over 40 to 50 years highly speculative; however, he felt that the move to renewable energy would make sense for RFTA even if it was roughly a break even proposition after 20 years.

In response to a question from Jacque Whitsitt about the benefits of paying cash to purchase the array versus securing debt financing, Blankenship responded that RFTA could pay for the array up front with reserves; however, he felt it would be more appropriate to maintain RFTA's reserves and use funds that RFTA would normally pay for electricity to pay off the lease/purchase agreement with Alpine Bank. At the very least, though, Blankenship thought that RFTA should try to include language in the lease/purchase agreement that would enable it to pay off the loan early without penalty.

Stacey Bernot expressed her support for the solar array project and praised CEC for its achievements.

Stacey Bernot moved to give Authorization for CEO to perform due diligence regarding the Solar Array and a Lease/Purchase Agreement to Acquire a Clean Energy Collective (CEC) Solar Array to Offset RFTA's Holy Cross Energy Utilization. Dave Sturges seconded the motion.

Newman asked if this actually would help HCE with its goal of reducing energy use. Mike Malone said, yes, it would help HCE's renewal energy goal. Owsley asked about the source of the panels. Thompson responded that they are made in China, South Korea, and Taiwan, and used by CEC because currently no competitive domestic sources are available.

With no further questions, **the motion passed unanimously.**

The Board took a short break from 10:20 a.m. to 10:33 a.m.

8. Public Hearings:

A. Resolution 2014-23: 2014 Supplemental Budget Appropriation – Michael Yang, Director of Finance

Michael Yang directed the Board's attention to the information on Resolution No. 2014-23, beginning on page 30 of the Board Agenda packet, and he briefly explained the purpose of the proposed 2014 Supplemental Budget Appropriation.

With no further comments or questions from the Board, **Jacque Whitsitt opened the public hearing on Resolution No. 2014-23 at 10:35 a.m. There were no public comments so Whitsitt closed the public hearing at 10:35 a.m.**

Bill Boineau moved to approve Resolution No. 2014-23 and Stacey Bernot seconded the motion. Resolution No. 2014-23 was unanimously approved.

**B. Resolution 2014-24: Approval of 2015 RFTA Budget; and
C. Resolution 2014-25: Appropriating Sums of Money for the 2015 Budget Year – Michael Yang, Director of Finance**

Michael Yang next directed the Board's attention to the information on Resolutions 2014-24 and 2014-25, beginning on Page 36 of the Board Agenda packet, as well as to the attached 2015 RFTA Budget document and a budget presentation contained in the November 2014 RFTA Board Meeting Portfolio.

Yang then presented a detailed overview of the proposed 2015 RFTA Budget. He informed the Board that no significant changes had been made to the proposed 2015 RFTA Budget that had been presented in draft form to the Board at its meeting in October. Yang stated that he had simply fine-tuned the budget since October.

Bill Boineau asked if there was any way to include funding in the budget for the Board members to have promotional free passes to give out to individuals who would like to try riding BRT buses for the first time. He added that it would be a good incentive for riding the buses for the individuals who have never done so. Dave Sturges said people need to be educated on the benefits of bus riding. Whitsitt said we might discuss this further at a later date. Blankenship responded that RFTA could provide Board members with one-ride "Blankenbucks," which they could give to first-time riders.

Yang continued with his presentation of 2015 budget. Whitsitt advised Yang that it would be a good practice in the future to tie the budget to the organization's goals. Whitsitt also commented that it would be a good idea to substitute "public investment" for "subsidy" in RFTA's communications with the public. Blankenship agreed with Whitsitt and stated that it would be an easy change to make going forward.

Whitsitt commented that the Board used to be provided with a peer comparison of RFTA's fare box recovery ratio and other performance measures. Blankenship responded that the average industry farebox recovery ratio is approximately 20% and, for many years, RFTA's ratio was at about 30%. However, since RFTA increased service and costs so significantly as part of the implementation of VelociRFTA, the ratio has declined. Blankenship added that it would take time to for ridership to build in order to regain the higher farebox recovery ratio that RFTA had typically experienced in the past.

Stacey Bernot noted that it might be helpful to study the optimal fare rates and structures. Whitsitt also noted that RFTA doesn't have an established goal pertaining to farebox recovery and that the topic should be discussed by the Board in the future.

Bernot commented that the Board may also need to consider policy modifications regarding fare-free transit for seniors, since more seniors are working and have sustainable incomes. Blankenship stated that staff recently had discussed this topic as a means of generating additional revenue and managing peak capacity, because it is believed that a significant number of children 5 years old and younger and seniors 65 and older are riding for free. He added that a significant number of Baby Boomers are 65 or older and, in the future, RFTA should anticipate more users in this age group. He added that staff's 2015 fare revenue forecast is conservative and it is hoped that actual fare revenue will be higher than budgeted, which would improve the farebox recovery ratio. If the ratio doesn't improve on its own due to higher ridership, then, other measures may need to be taken. Whitsitt said it might be as simple a change as raising the eligibility age for seniors. Initially, the free senior fare was intended to assist people living on fixed incomes, but the demographics of seniors are changing. Blankenship commented that RFTA may want to consider instituting a 50% discount for seniors and children under 5 during the peak commuter hours, and allow them to ride fare-free between 10 a.m. and 2:00 p.m.

Yang again continued his 2015 budget presentation, at which time, Whitsitt asked about RFTA's policy regarding how much the Operating reserves should be. Blankenship said that the Operating reserve policy is basically the equivalent of two months' of RFTA's Operating costs and he referred the Board to the charts included in Yang's presentation.

In response to a question from Whitsitt's about RFTA's long-range financial forecast, Blankenship commented that RFTA should consider pursuing a 1 mill property tax levy in 2016 and, if unsuccessful, resubmit the measure to voters in 2018., Also, Blankenship recommended that RFTA work with the Colorado Legislature beginning in 2015 to extend the property tax sunset for Regional Transportation Authorities beyond the current date of January 2019.

As Yang continued with his detailed explanation of the bus replacement schedule in his budget presentation, Michael Owsley asked whether bus replacements are based on the age of the buses or their performance. He suggested holding onto the buses that are performing well even though they might be older and potentially replacing newer buses that don't perform as well. Also, Owsley asked whether it might be a better strategy to try to smooth out bus replacements by replacing some number of buses every year, rather than essentially replacing the entire fleet within a 5-year span every twelve years or so. Blankenship agreed with Owsley's suggestion that RFTA should attempt to smooth out bus replacements; however, he noted that in order to use Federal grant funds for bus replacements, the vehicles must be either 12 years old or have been operated 500,000 miles. While it might be advantageous to replace some buses sooner

than 12 years, funding sources other than Federal grants would need to be identified, Blankenship said.

Kathy Chandler Henry commented that it was hard for her to follow the scales in the graph presentations. Yang said he agreed with her that scales were confusing and he made a note of it for future budget presentations.

In response to a question from Steve Skadron about the amount of RFTA's General Fund fund balance, Yang responded that the fund balance is anticipated to be in the \$14-\$15 million range. Blankenship commented that as a general rule, the budget attempts to add to the General Fund fund balance every year, if possible. Staff attempts to achieve that goal by finding ways to generate additional revenue, i.e. by pursuing grants, and by identifying operational efficiencies and savings, with the overall objective of enhancing RFTA's long term sustainability.

Upon completion of his presentation, Yang asked the Board to approve RFTA's 2015 Budget.

With no further questions from the Board, **Boineau, during the temporary absence of Whitsitt, opened the public hearing on Resolution No. 2014-24 at 11:40 a.m. There were no public comments so Boineau closed the public hearing at 11:40 a.m.**

Stacey Bernot moved to approve Resolution No. 2014-24 (Approval of the 2015 RFTA Budget) and Michael Owsley seconded the motion. Resolution No. 2014-24 was unanimously approved.

Boineau opened the public hearing on Resolution No. 2014-25 at 11:41 a.m. There were no public comments, so Boineau closed the public hearing at 11:41 a.m.

Stacey Bernot moved to approve Resolution No. 2014-25 (Appropriating sums of money for the 2015 RFTA Budget) and Dave Sturges seconded the motion. Resolution No. 2014-25 was unanimously approved.

9. **Presentation/Direction/Action Items:**

A. **RFTA 5-Year Strategic Plan Update – Dan Blankenship, CEO**

Blankenship informed the Board that the update of the 2015 5-Year Strategic Plan was included in the November 2015 Board Meeting Portfolio. The RFTA Blankenship reminded the Board that it had already reviewed the draft several times during the past few months. According to Blankenship, the Strategic Plan is intended to be a living document for the Board's review and input at any time. He added that staff will update the 2014 accomplishments at the end of the year and bring back the revised 2015 Strategic Plan to the Board in February. He also said that the development of 2016 Strategic Plan will be initiated at the June 2015 Board Strategic Planning retreat. He then asked the Board for its approval of the 2015 Strategic Plan as presented.

Bernot commented that moving forward it would be a good policy to highlight the goals that were not reached in one year and why. Blankenship responded that at the end of the year, when staff updates the 5-year Strategic Plan, the plan will reflect the goals that were not achieved in 2014 and that were transferred to 2015.

Stacey Bernot moved to approve RFTA 5-year Strategic Plan Update and Kathy Chandler-Henry seconded the motion and it passed unanimously.

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

Angela Kincade presented a brief update on the status of Access Control Plan (ACP). She indicated that RFTA's railroad attorney, Charles Montagne, had been traveling and was unable to provide his comments on the Access Control Plan and Design Guidelines when the last draft of the update had been presented to the Board. Consequently, staff planned to revise the ACP to incorporate Mr. Montagne's comments and make it available to the Board and jurisdictional staffs in December.

Kincaid presented a schedule indicating that she planned to bring the revised ACP back to the Board in January for its input prior to opening a 30-day Public Comment period. Kincade said the public would have access to all of the ACP documents on RFTA's website. As indicated by the schedule, Kincade planned to present a final draft of the ACP to the RFTA Board at its April 9th meeting, after incorporating comments from the public and jurisdictional staffs. Jacque

Jacque Whitsitt requested that changes to the last draft of the ACP be made in track changes mode for easier reference.

No other comments on the proposed schedule for adoption of the ACP were made by members of the Board.

10. **Information/Updates:**

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

Jacque Whitsitt asked staff for its comments on the tremendous increase in ridership. Blankenship stated that numbers for the entire year were not yet available but, based upon the ridership increase through September 2014, he anticipated that 2014 would be a record-breaking year. Blankenship complimented his staff for its hard work and support, which was why, overall, the implementation of VelociRFTA BRT had gone so smoothly. Whitsitt stated that the Board was very proud of the CEO and the organization.

Bill Boineau pointed out that RFTA should consider using testimonials from its riders in its advertising and social media. Whitsitt and Stacey Bernot concurred with Boineau's remarks. Blankenship responded that he will discuss this concept with RFTA's Marketing staff.

Whitsitt commented on the lack of parking spaces in Carbondale and Basalt BRT stations. She suggested the RFTA consider working with the private development community to create structured public parking wrapped with commercial and residential development, and by working with member jurisdiction, perhaps develop a largely pre-approved plan for a developer to assume.

Mike Hermes stated that he has had several conversations with RTD officials regarding joint development projects. He added that should get more information about joint developments and talk to developers to determine what kind of response RFTA might receive regarding this concept.

Michael Owsley commented that the "up-valley" and "down-valley" signs at the BRT stations, particularly at the Aspen Airport Business Center, may not make much sense to a visitor that isn't familiar with the terms. He believed RFTA should be more explicit in its signage by indicating the communities throughout the region that could be accessed by transit at each station.

Blankenship stated that the up-valley and down-valley terminology is used on RFTA's bus schedules, but for a visitor it might be hard to understand and he agreed with Owsley. He said that staff will look into this way finding issue.

11. **Issues to be Considered at Next Meeting:**

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

12. **Next Meeting:** 8:30 – 12:00 p.m., December 11, 2014 **OR** January 8, 2015 at Carbondale Town Hall

The Board members agreed to cancel the December 11th Board meeting due to the holidays. The next Board of Directors meeting is scheduled for January 8, 2015.

Jacque Whitsitt then thanked Bill Boineau, representing Town of Snowmass Village, for his invaluable contribution to the RFTA Board over the past 6 years. Boineau indicated that he greatly enjoyed and valued his tenure on the RFTA Board of Directors.

13. **Adjournment:**

Bill Boineau moved to adjourn the Board meeting and Dave Sturges seconded the motion. The motion was unanimously approved.

The Board meeting adjourned at 12:06 p.m.

Respectfully Submitted:

Edna Adeh
Secretary to the Board of Directors

RFTA BOARD OF DIRECTORS MEETING
“CONSENT AGENDA” AGENDA SUMMARY ITEM # 6. A.

Meeting Date:	January 8, 2015
Agenda Item	2015 Intergovernmental Agreement (IGA) Renewal Letter (for Transit Services with Garfield County – Grand Hogback Bus Service)
POLICY #:	4.2.5: Board Job Products
Presented By:	Dan Blankenship, Chief Executive Officer
Recommendation:	Authorize the Chair to Execute the IGA Renewal Letter
Core Issues:	<ol style="list-style-type: none"> 1. In December 2009, the RFTA approved the IGA for Transit – Services (the Hogback agreement). The agreement committed Garfield County to providing up to \$614,000 in operating assistance to RFTA for the Grand Hogback bus service in 2010. 2. In 2011, Garfield County amended the IGA by adding a paragraph that will allow its \$650,000 contribution to the Grand Hogback bus service (and its contributions in subsequent years) to be approved by means of an Intergovernmental Agreement Renewal or Change Order Letter instead of amending the IGA every year. 3. Staff is seeking the Board’s authorization for the RFTA Board Chair to execute the 2015 IGA Renewal Letter, which will formalize Garfield County’s \$650,000 contribution for the Grand Hogback bus service.
Background:	See Core Issues
Policy Implications:	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).”
Fiscal Implications:	Garfield County has budgeted \$650,000 for the Hogback bus service in 2015. RFTA relies on this funding to help support the Hogback bus service.
Background Info:	Yes, a copy of the 2015 IGA Letter.pdf is included in the January 2015 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the Board Agenda packet.

RFTA BOARD OF DIRECTORS MEETING
“CONSENT AGENDA” AGENDA ITEM SUMMARY # 6. B.

Meeting Date:	January 8, 2015
Agenda Item:	Resolution No. 2015-01: Authorization to Submit Garfield County Federal Mineral Lease District (GCFMLD) Grant Application
Presented By:	David Johnson, Director of Planning
Recommendation:	Adopt Resolution 2015-01.
Policy #:	2.8: Board Awareness and Support
Core Issues:	<ol style="list-style-type: none"> 1. Staff is planning to apply for a \$450,000 Garfield County Federal Mineral Lease District (GCFMLD) grant to assist with Phase I of the Glenwood Springs Maintenance Facility (GMF) Renovation and Expansion Project. 2. Higher service levels associated with the operation of VelociRFTA BRT have necessitated the staging of more buses at the GMF than it was originally designed to comfortably accommodate. 3. To provide more capacity for existing service levels and in order to provide additional capacity for bus staging during the Grand Avenue Bridge construction project in 2017, so that RFTA can help to mitigate traffic congestion during the anticipated 3-month bridge closure, RFTA needs to create more parking spaces for buses at the GMF. 4. Staff has been developing a plan to create additional bus storage, maintenance space, and office capacity on a 2-acre parcel adjacent to the GMF that RFTA purchased in 2009. To support Phase 1 of the expansion, staff is applying for grant funding from every potential source, such as the FMLD grant program. 5. Garfield County requires applicants for FMLD grant funds to provide resolutions from their Boards of Directors authorizing the submission of the applications. Staff anticipates that FMLD grant applications for the spring grant cycle will be due by mid-February. 6. Staff recommends that the Board adopt Resolution 2015-01 attached below.
Policy Implications:	RFTA Board Awareness and Support Policy 2.8 states, “The CEO may not 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.
Fiscal Implications:	If RFTA is awarded this GCFMLD grant it would receive up to \$450,000 in revenue to support the construction of Phase 1 of the GMF Renovation and Expansion Project. RFTA would likely propose a 20% or \$112,500 match for the grant.
Attachments:	Yes, please see Resolution 2015-01, below.

BOARD OF DIRECTORS

ROARING FORK TRANSPORTATION AUTHORITY

RESOLUTION NO. 2015-01

**Resolution Supporting the Grant Application for a Grant from the Garfield County
Federal Mineral Lease District to Construct Components of the Glenwood Springs Maintenance Facility
Renovation and Expansion Project (“GMF PROJECT”)**

WHEREAS, the Roaring Fork Transportation Authority (RFTA) is a political subdivision of the State of Colorado, and therefore an eligible applicant for a grant awarded by the Garfield County Federal Mineral Lease District (“GCFMLD”); and

WHEREAS, RFTA intends to submit a Grant Application for the GMF Project requesting a total award of \$450,000; and

NOW, THEREFORE, BE IT RESOLVED BY THE RFTA BOARD OF DIRECTORS THAT:

- 1. The above recitals are hereby incorporated as findings by the RFTA Board of Directors.**
- 2. The RFTA Board of Directors strongly supports the Grant Application submitted by RFTA and will appropriate matching funds for a grant with Garfield County Federal Mineral Lease District.**
- 3. If the grant is awarded, the RFTA Board of Directors strongly supports the completion of the project.**
- 4. The Board of Directors of RFTA authorizes the expenditure of funds necessary to meet the terms and obligations of any grant awarded pursuant to a Grant Agreement with the GCFMLD.**
- 5. The GMF PROJECT will be owned and operated by RFTA for the next 15 years. The RFTA Board of Directors will continue to maintain the GMF PROJECT in a high quality condition and will appropriate funds for maintenance annually.**
- 6. If a grant is awarded, the RFTA Board of Directors hereby authorizes the CEO to sign a Grant Agreement with the GCFMLD.**

INTRODUCED, READ AND PASSED by the Board of Directors of the Roaring Fork Transportation Authority at its regular meeting held the 8th day of January, 2015.

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

By: _____
Jacque Whitsitt, 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 January 8, 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.

Edna Adeh, Secretary to the Board of Directors

**RFTA BOARD OF DIRECTORS MEETING
 “PRESENTATION/ACTION” AGENDA ITEM SUMMARY # 7. A**

Meeting Date:	January 8, 2015
Agenda Item:	Draft Rio Grande Railroad Corridor Access Control Plan Update Presentation
Presented By:	Angela Kincade, Assistant Director, Project Management & Facilities Operations
Recommendation:	<ul style="list-style-type: none"> • Review of the updated Draft Access Control Plan (ACP) and the 2014 RFTA Railroad Corridor Design Guidelines and Standards (DG). • Provide any additional input to staff before posting the Draft ACP and DG on the RFTA website for a 30-day Public Comment period. • After incorporating Public Comment, staff will present the final version of the ACP and DG to the RFTA Board of Directors for adoption at the April 9, 2015 Board meeting.
Policy #:	1.1: The Rio Grande Corridor is Appropriately Protected and Utilized
Strategic Goal:	Complete the Rio Grande Corridor Access Control Plan (ACP)
Core Issues:	<p>1. 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 update of the ACP and DG and believe that they are now ready to be made available for review by the RFTA Board, jurisdictional staffs, and the public.</p> <p>In summary, the ACP and DG are intended to:</p> <ul style="list-style-type: none"> ❖ 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 Corridor intact consistent with freight rail reactivation, possible future commuter rail use, interim trail use, open space uses, and other lawful public purposes. ❖ Enable RFTA to adhere to the planning and stewardship requirements of the Great Outdoors Colorado Conservation Covenants; ❖ Set forth the policies for managing the Railroad Corridor Crossings. ❖ Set forth the Railroad Corridor Design Guidelines and Standards (DG) that will govern any actions affecting the use of the Railroad Corridor whether they are related to crossings, utilities, encroachments, and etc. The DG contains the design criteria that the RFTA engineers will use to review any new crossing requests, new utility uses, encroachments, and etc. The DG's add a review process for all requested uses of the RFTA Railroad Corridor. <p>2. A Share File link to copies of the ACP, DG, and the Land Schedule (the Railroad Corridor Survey superimposed over a Bing Map) has previously been provided to RFTA Board members and each jurisdiction in the region.</p>

	<p>3. Prior to making the documents available to the public, staff will entertain any additional input from the RFTA Board regarding the ACP and DG at the January 8, 2015 Board meeting. Afterwards, staff plans to post the documents on the RFTA website at http://www.rfta.com/traildocs.html from Friday, January 9, 2015 through Saturday, February 9, 2015, for Public review.</p> <p>4. After the 30-day Public Comment period, staff will review and update the ACP and DG documents. RFTA's team of railroad attorneys and engineers will attend the March 12, 2015 RFTA Board meeting to discuss both documents and answer questions from the Board and Public. Subsequently, staff plans to submit the ACP and DG to the RFTA Board for adoption at the April 9, 2015 RFTA Board meeting.</p>
Background Info:	See Core Issues.
Policy Implications:	Board End Statement 1.1 says, "The Rio Grande Corridor is Appropriately Protected and Utilized.
Fiscal Implications:	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.
Attachments:	The ACP Review and Adoption Timeline is attached on the next page.

Draft Access Control Plan (ACP) & Draft Design Guidelines (DG) TIMELINE		
	Start Date	End Date
Final updates to ACP, DG, Land Use Checklist & Permit Application Draft documents must be completed and back to Angie	11/25/2014	12/18/2014
Draft Access Control Plan & Design Guidelines (ACP & DG) to RFTA Board and Jurisdictions	12/24/2014	12/24/2014
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 www.rfta.com	1/9/2015	2/7/2015
RFTA Federal Attorney Traveling	2/6/2015	2/26/2015
Compilation of ALL comments, Public, Board and Jurisdictional Comments	2/9/2015	2/11/2015
ALL comments, Public, Board and Jurisdictional to RFTA Attorneys and Engineers	2/12/2015	2/13/2015
RFTA Attorneys and Engineer review ALL comments, Public, Board and Jurisdictional and provide RFTA with responses	2/16/2015	2/20/2015
Incorporation of ALL comments, Public, Board and Jurisdictional into the ACP & DG as needed.	2/23/2015	2/27/2015
Final Review of ACP & DG by Attorneys and Engineers	3/2/2015	3/6/2015
Presentation of ACP & DG to RFTA Board - Attorneys and Engineers will be in Attendance at this meeting	3/12/2015	3/12/2015
Final presentation of ACP & DG to RFTA Board - Public Hearing prior to adoption by the RFTA Board of Director's	4/9/2015	4/9/2015

RFTA BOARD OF DIRECTORS MEETING
“PRESENTATION/ACTION” AGENDA SUMMARY ITEM # 7. B.

Meeting Date:	November 13, 2014
Agenda Item	Update: Due Diligence Regarding a Lease/Purchase Agreement to Acquire a Clean Energy Collective Solar Array to Offset RFTA’s Holy Cross Energy Utilization
POLICY #:	4.2.5: Board Job Products
Strategic Goal:	Planning Department: Implement an off-site solar project with either member jurisdictions or a third-party consultant.
Recommendation	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.
Presented By:	Dan Blankenship, CEO Jason White, Assistant Planner
Core Issues:	<ol style="list-style-type: none"> 1. Following Board authorization obtained at the November 13, 2015 Board meeting, staff is currently 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 somewhere between 574 kW and 618kW, based upon a closer examination of the amount of electricity that RFTA purchases from Holy Cross Energy (HCE). 2. Also, RFTA’s Bond Counsel recently informed staff that a lease/purchase agreement with Alpine Bank may not qualify for tax-exempt status. Federal tax credits available for the first five years of ownership of the array are being used by CEC as a mechanism to reduce the net cost for purchasers of the solar array. Governmental and non-profit organizations are not eligible for the tax credits, so CEC either keeps the tax credits for itself or passes them on to private businesses or individuals that purchase capacity in the array. Since, in RFTA’s case, Alpine Bank would be purchasing the array and leasing it back to RFTA, Alpine Bank would receive the tax credits. Because of this, there would not be a clear path to ownership of the array for RFTA for the first five years of the lease/purchase agreement. Consequently, in Bond Counsel’s opinion, the lease/purchase agreement would not qualify for tax-exempt status for the first five years. 3. As an alternative; however, it may be possible for RFTA to enter into a taxable lease/purchase agreement with Alpine Bank for the first five years of the 20 year-term, at a higher interest rate. Then, after five years, it could potentially be converted to a tax-exempt lease/purchase agreement, presumably at a lower interest rate, for the remaining 15 years of the term. 4. Because of the complexities involved, staff requires addition time to work with Alpine Bank, CEC, and Bond Counsel to determine the best method of acquiring/financing the solar array. 5. Staff will also be 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.

	<p>6. Staff hopes to complete its due diligence by the end of January and plans to provide the Board with a recommendation regarding the acquisition of the solar array by the February 12, 2015 Board meeting.</p>
Background Info:	See Core Issues above.
Policy Implications:	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)."
Fiscal Implications:	<p>Staff is still working with CEC to determine the size and cost of the solar array. Ideally, if a suitable financing mechanism can be found, the annual debt service on the array would largely be offset by corresponding energy credits provided by HCE. The concept is that after debt service on the solar array is defrayed in twenty years, RFTA would reap significant savings in its energy costs, compared with not acquiring the solar array.</p> <p>Until the size of the array is determined and the terms of a lease/purchase agreement are known, staff cannot provide an accurate estimate of the costs and potential savings. This information should be available at the February 12, 2015 Board meeting.</p>
Attachments:	None.

**RFTA BOARD OF DIRECTORS MEETING
“PRESENTATION” AGENDA ITEM SUMMARY # 7. C**

Meeting Date:	January 8, 2015
Agenda Item:	Policy Direction Regarding Management of RFTA Park & Ride Facilities
Presented By:	Mike Hermes, Director of Facilities
Recommendation:	Staff requests that the Board discuss and consider adopting a policy at a future Board meeting that prohibits the use of RFTA park and rides for any activity other than using the RFTA transit system.
Policy #:	2.4.10: Asset Protection
Strategic Goal:	Develop/Complete Long-Term Capital Replacement Plan
Core Issues:	<ol style="list-style-type: none"> 1. The success of the RFTA BRT system has created a tremendous demand for parking at the RFTA park and ride facilities. The excess demand for parking is so great that riders attempting to use the RFTA system are parking in every conceivable space and creating significant parking enforcement issues for staff. 2. Through social media, phone calls and letters to the editor, staff has received numerous comments on the scarcity of parking for transit users. The parking shortage is especially critical at the BRT park & ride facilities in Carbondale and 27th Street in Glenwood Springs. Many people are expressing a strong desire to use transit but are frustrated by the difficulty of finding parking. 3. Most of the rules governing the use of the park and rides seem pretty straight forward and probably do not require a lot of discussion by the Board. For example: RFTA should not allow “for sale vehicles” to use the park and rides or allow the storage or abandonment of vehicles. 4. Observations by staff have revealed two non-transit activities that are consuming a significant portion of the available parking in the RFTA park and rides, and staff is seeking direction on whether to allow these uses or prohibit them. 5. Use of the park and rides by employees and patrons of businesses in the general vicinity of the park and ride facilities takes up a percentage of parking spaces. In one instance the employees of a business adjacent to a park and ride utilize between 10 and 20 parking spaces per day in the RFTA lot. 6. Casual observations by staff indicate that 15% to 20% of the parking spaces at the RFTA park and ride facilities are taken up by business and other people using the park and rides as places to gather and “ride share.” One business has been observed picking up 5-10 employees daily at a park and ride facility. 7. Ride sharing is an activity that some may argue is compatible with the mission of RFTA, which is to encourage the use of alternative transportation modes by the public, so as to reduce congestion and energy consumption. 8. Conversely, some might argue that use of RFTA park & ride capacity by people who are ride sharing takes parking away from people who wish to ride the RTFA transit system. After all, some might say, the parking was constructed with funds designated to providing parking for the transit system. They might also argue that people who use

	<p>the RFTA parking for ridesharing don't purchase tickets to ride transit and, therefore, they don't contribute fare revenue needed to help construct and maintain the park and ride facilities, as transit users do. This argument is only partially true since most people who live in the valley contribute to RFTA through the payment of the RFTA sales tax.</p> <p>9. Owners of businesses adjacent to RFTA park and ride facilities and their employees and patrons might argue that they support RFTA through the payment of sales taxes and, therefore, should be able to use the RFTA park and rides.</p> <p>10. Users of the RFTA transit system could also argue that the park and rides were built with dollars intended to provide parking for users of the RFTA transit system and all other uses of the park and rides should be prohibited.</p> <p>11. Ride sharing and other extraneous uses of RFTA park & ride facilities are taking up an estimated 133 to 178 total parking spaces per day, system-wide. At an average construction and land cost of approximately \$23,239 per space, the use of these spaces by people who are not riding RFTA represents a significant investment in parking that is not available to RFTA transit users.</p> <p>12. It seems prudent for the RFTA Board to have a policy discussion regarding this issue and consider limiting the use of the RFTA park and ride spaces to transit users only, so as to free up additional parking for riders of the transit system.</p> <p>13. Staff believes that some of the current excess demand for parking could be met by only allowing RFTA park & ride facilities to be used by transit users and by prohibiting all other users.</p> <p>14. Staff requests the Board to consider the merits of adopting a policy, at a future Board meeting, that disallows the use of all RFTA park and ride facilities for any use other than for accessing the transit system.</p> <p>15. Staff is seeking Board input and direction and will come back at a later date to address any questions or concerns that Board has that cannot be answered by staff at the January 8th meeting.</p>
Background Info:	See Core Issues above.
Policy Implications:	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."
Fiscal Implications:	Adopting a policy to not allow ridesharing at RFTA park and rides would not have any immediate financial implications to the organization. However, staff believes that funds would be needed in the future to enforce parking rules at the park and rides. RFTA has made a significant investment in parking for transit users and resources should be allocated to protect this investment. The policy could potentially have a positive effect on RFTA finances by reducing the need to construct additional parking for the RFTA system.
Backup Information?	No.

RFTA BOARD OF DIRECTORS MEETING
"DISCUSSION/ACTION ITEMS" AGENDA SUMMARY ITEM # 7. D.

Meeting Date:	January 8, 2015
Agenda Item:	2015 Update of RFTA 5-Year Strategic Plan
POLICY #:	2.10: 5-Year Strategic Plan
Strategic Goal:	Complete 2015 Update of the RFTA 5-Year Strategic Plan
Recommendation:	Discuss the final draft of the 2015 5-Year Strategic Plan and provide staff with any additional Board input for the update. Barring any substantive changes, staff recommends that the Board approve the final draft of the 2015 5-Year Strategic Plan.
Presented By:	Dan Blankenship, CEO and David Johnson, Director of Planning
Core Issues:	<ul style="list-style-type: none"> • RFTA initiated the development of a Strategic Plan in 2011. Outcomes included adoption of a new mission/vision statement, values and overall objectives for RFTA. • That foundation has evolved into a 5-year Strategic plan, with a focus on establishing and accomplishing major goals and projects in the current year of the plan. • At the September 11th Board meeting, the RFTA Board Adopted Resolution 2014-17 which formalized the following 5-Year Strategic Plan policy: <p>POLICY TYPE: MANAGEMENT LIMITATIONS</p> <p>POLICY 2.10 POLICY TITLE: FIVE-YEAR STRATEGIC PLAN</p> <hr/> <p>With respect to Long-Range Strategic Planning, the CEO shall not:</p> <p>2.10.1 Fail to update the Five-Year Strategic Plan annually.</p> <p>2.10.2 Fail to align the subsequent year's Strategic Planning Initiatives with the annual budget process.</p> <p>2.10.2 Fail to solicit RFTA Board and staff input on the Five-Year Strategic Plan on an annual basis.</p> <p>2.10.3 Fail to monitor progress towards implementation of the current year's Strategic Initiatives and report to the RFTA Board of Directors on a quarterly basis regarding any significant variances from the plan.</p> <p>1. Drafts of the 2015 5-Year Strategic Plan have been presented for Board review at the September, October, and November Board meetings.</p>

	<ol style="list-style-type: none"> 2. Staff is providing another update at the January 8th Board meeting, which incorporates an update of the final accomplishments for 2014 and which adds the goals/tasks that were not completed in 2014 to the goals for 2015. 3. The Strategic Plan should be considered a living document, which will be updated whenever Strategic Initiatives are added, deleted, or revised by the Board and/or staff. 4. Staff recommends that the Board review and approve the updated Final Draft of the 2015 Five-Year Strategic Plan.
Policy Implications:	See Core Issues above.
Fiscal Implications:	None at this time.
Attachments:	Yes, please see RFTA_2015StrategicPlan.pdf that is included in the January 2015 RFTA Board Meeting Portfolio.pdf that is attached to the e-mail transmitting the RFTA Board Agenda packet.

**RFTA BOARD OF DIRECTORS MEETING
“PUBLIC HEARING” AGENDA SUMMARY ITEM # 7. E.**

Meeting Date:	January 8, 2015
Agenda Item:	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
POLICY #:	2.1.3: Treatment of the Public
Strategic Goal:	Update Board Governance Policies
Recommendation:	<ol style="list-style-type: none"> 1. Review staff’s proposed routing change for the 4:15 p.m. and 5:15 p.m. down valley Express buses; and 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.
Presented By:	John Hocker and Kent Blackmer, Co-Directors of Operations
Core Issues:	<p>By Resolution 2014-08, RFTA Board Policy 2.1.3 was amended to read as follows (changes in <i>bold italics</i>):</p> <p>The CEO shall not:</p> <ol style="list-style-type: none"> 3. Fail to clearly communicate to the public what may be expected from the services offered. <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> <ul style="list-style-type: none"> • <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> • <i>Elimination of a route or a portion of a route (except for seasonal services such as the Bike Express)</i> • <i>Reductions in regular headways of 20% or greater</i> • <i>Other changes that RFTA staff may deem significant</i> <p><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></p> <p><u>Proposed Routing Change:</u></p> <ol style="list-style-type: none"> 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 & Ride facility.

	<ol style="list-style-type: none"> 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. 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 & Ride, whereas a total of 6 riders, on average, disembarked at the Subway and Pool stops. 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 & Ride facility, whereas a total of 3 to 4 riders, on average, disembarked at the Subway and Pool bus stops. 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. 6. Pending the Board's authorization, staff will publish a Public Notice of the proposed routing change and of the Public Hearing, which would be scheduled in conjunction with the Board of Directors meeting on February 12, 2015.
Policy Implications:	See Core Issues above.
Fiscal Implications:	No major fiscal implications are anticipated.
Attachments:	Yes, please see a copy of the Notice regarding the proposed route change that will be provided to passengers who ride the 4:15 p.m. and 5:15 p.m. down valley Express buses, which is attached below.

PROPOSED SERVICE CHANGES

X **PM EXPRESS** SERVICES TO DOWNVALLEY FROM RUBEY PARK

PROPOSED CHANGES TO ASPEN/RUBEY PARK TRANSIT SERVICES

For the upcoming seasons, RFTA plans to modify its afternoon service from Aspen/Rubey Park to point's down-valley. In previous seasons, RFTA has run Express buses from Aspen/Rubey Park to Carbondale/Glenwood Springs making these scheduled stops at the **following times**:

<p>SPRING Monday-Friday</p>	<p>4:15 p.m. (Catherine Store, Ranch at the Roaring Fork, Carbondale P&R, Downtown Carbondale, Aspen Glen, CMC at Thunder River, and Glenwood Springs).</p> <p>5:15 p.m. (Catherine Store, Ranch at the Roaring Fork, Carbondale P&R, Downtown Carbondale, Aspen Glen, CMC at Thunder River, and Glenwood Springs).</p>
<p>SUMMER Sunday-Saturday</p>	<p>4:15 p.m. (Catherine Store, Ranch at the Roaring Fork, Carbondale P&R, Downtown Carbondale, Aspen Glen, CMC at Thunder River, and Glenwood Springs).</p> <p>5:15 p.m. (Catherine Store, Ranch at the Roaring Fork, Carbondale P&R, Downtown Carbondale, Aspen Glen, CMC at Thunder River, and Glenwood Springs).</p>
<p>FALL Monday-Friday</p>	<p>4:15 p.m. (Catherine Store, Ranch at the Roaring Fork, Carbondale P&R, Downtown Carbondale, Aspen Glen, CMC at Thunder River, and Glenwood Springs).</p> <p>5:15 p.m. (Catherine Store, Ranch at the Roaring Fork, Carbondale P&R, Downtown Carbondale, Aspen Glen, CMC at Thunder River, and Glenwood Springs).</p>
<p>FALL SHOULDER Sunday-Saturday</p>	<p>4:15 p.m. (Catherine Store, Ranch at the Roaring Fork, Carbondale P&R, Downtown Carbondale, Aspen Glen, CMC at Thunder River, and Glenwood Springs).</p> <p>5:15 p.m. (Catherine Store, Ranch at the Roaring Fork, Carbondale P&R, Downtown Carbondale, Aspen Glen, CMC at Thunder River, and Glenwood Springs).</p>
<p>WINTER Sunday-Saturday</p>	<p>4:15 p.m. (Catherine Store, Ranch at the Roaring Fork, Carbondale P&R, Downtown Carbondale, Aspen Glen, CMC at Thunder River, and Glenwood Springs).</p> <p>5:15 p.m. (Catherine Store, Ranch at the Roaring Fork, Carbondale P&R, Downtown Carbondale, Aspen Glen, CMC at Thunder River, and Glenwood Springs).</p>

To reduce the duplication of services in Downtown Carbondale, RFTA will be modifying these two (2) afternoon trips during the upcoming seasons that previously included Downtown Carbondale. A transfer at the Carbondale Park and Ride via the Carbondale Commuter Connector will be required to travel to Downtown Carbondale. The Express buses will then continue from the Carbondale Park and Ride to Glenwood Springs.



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.

CAMBIOS PROPUESTOS SOBRE SERVICIOS



EXPRESS PM SERVICIOS HACIA CARBONDALE Y GLENWOOD SPRINGS DE RUBEY PARK

CAMBIOS PROPUESTOS HACIA LOS SERVICIOS DE ASPEN/RUBEY PARK

RFTA planea modificar su servicio por la tarde empezando la proxima temporada, este cambio seria originando de Aspen/Rubey Park hacia Carbondale y Glenwood Springs. En temporadas anteriores, RFTA ha dirigido los autobuses Express desde Aspen/Rubey Park a Carbondale/Glenwood Springs haciéndolas programadas paradas en **los siguientes horarios:**

PRIMAVERA Lunes-Viernes	4:15 p.m. (Catherine Store, Ranch at the Roaring Fork, Carbondale P&R, Downtown Carbondale, Aspen Glen, CMC at Thunder River, and Glenwood Springs). 5:15 p.m. (Catherine Store, Ranch at the Roaring Fork, Carbondale P&R, Downtown Carbondale, Aspen Glen, CMC at Thunder River, and Glenwood Springs).
VERANO Domingo-Sabado	4:15 p.m. (Catherine Store, Ranch at the Roaring Fork, Carbondale P&R, Downtown Carbondale, Aspen Glen, CMC at Thunder River, and Glenwood Springs). 5:15 p.m. (Catherine Store, Ranch at the Roaring Fork, Carbondale P&R, Downtown Carbondale, Aspen Glen, CMC at Thunder River, and Glenwood Springs).
OTOÑO Lunes-Viernes	4:15 p.m. (Catherine Store, Ranch at the Roaring Fork, Carbondale P&R, Downtown Carbondale, Aspen Glen, CMC at Thunder River, and Glenwood Springs). 5:15 p.m. (Catherine Store, Ranch at the Roaring Fork, Carbondale P&R, Downtown Carbondale, Aspen Glen, CMC at Thunder River, and Glenwood Springs).
MITDA DE OTOÑO Domingo-Sabado	4:15 p.m. (Catherine Store, Ranch at the Roaring Fork, Carbondale P&R, Downtown Carbondale, Aspen Glen, CMC at Thunder River, and Glenwood Springs). 5:15 p.m. (Catherine Store, Ranch at the Roaring Fork, Carbondale P&R, Downtown Carbondale, Aspen Glen, CMC at Thunder River, and Glenwood Springs).
INVIERNO Domingo-Sabado	4:15 p.m. (Catherine Store, Ranch at the Roaring Fork, Carbondale P&R, Downtown Carbondale, Aspen Glen, CMC at Thunder River, and Glenwood Springs). 5:15 p.m. (Catherine Store, Ranch at the Roaring Fork, Carbondale P&R, Downtown Carbondale, Aspen Glen, CMC at Thunder River, and Glenwood Springs).

Para reducir la duplicación de servicios en centro de Carbondale, RFTA modificara estos dos servicios por la tarde durante las próximas temporadas que previamente habían incluido las paradas del centro de Carbondale. Una transferencia sera nesecaria en el Carbondale Park and Ride por medio del Circulador de Carbondale para viajar al centro de la ciudad en Carbondale. Los autobuses Express continuará 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 a eadeh@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 511 Colorado Ave., Carbondale, CO 81623.

“INFORMATION/UPDATES” AGENDA SUMMARY ITEM # 8. A.

CEO REPORT

TO: RFTA Board of Directors
FROM: Dan Blankenship, CEO
DATE: January 8, 2015

Compressed Natural Gas (CNG) Safety Monitoring Report: In 2013, Dan Richardson, SGM, was retained to monitor safety and maintenance procedures for RFTA’s CNG operations at the Glenwood Maintenance Facility. The Executive Summary of his 2014 annual report is as follows:

Executive Summary: Inspections were conducted and there are no significant areas of concern to report. *RFTA staff has consistently ‘passed’ inspections and I recommend reducing the intervals of inspections to quarterly.* Noteworthy issues include:

- Building maintenance staff continues to do a commendable job keeping equipment maintained so that CNG fueling is safe and as uninterrupted as possible.
- Staff that was interviewed about safety protocol generally were well informed; however due to the complexity of the evacuation plan, it is recommended that this area be emphasized during regular training of all GMF employees. It is also recommended that an evacuation plan be hung in the fueling bay.

A complete copy of Mr. Richardson’s report (RFTA_CNGsupport_Memo123014.pdf) can be found in the January 2015 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the RFTA Board meeting Agenda packet.

In 2015, staff plans to provide emergency evacuation training for employees working at the GMF, per Mr. Richardson’s recommendation, and to ensure that an evacuation plan is displayed in the fueling bay.

October 2014 Year-to-Date Ridership Report

Roaring Fork Transportation Authority System-Wide Ridership Comparison Report				
Service	Oct-13 YTD	Oct-14 YTD	# Variance	% Variance
City of Aspen	903,432	918,288	14,856	1.64%
RF Valley Commuter	1,719,134	2,310,500	591,366	34.40%
Grand Hogback	52,358	64,805	12,447	23.77%
Aspen Skiing Company	423,738	449,187	25,449	6.01%
Ride Glenwood Springs	154,635	180,050	25,415	16.44%
X-games/Charter	34,935	36,205	1,270	3.64%
Senior Van	3,516	3,458	(58)	-1.65%
MAA Burlingame	35,125	40,016	4,891	13.92%
Maroon Bells	100,319	123,128	22,809	22.74%
Total	3,427,192	4,125,637	698,445	20.38%
Subset of Roaring Fork Valley Commuter Service with BRT in 2014				
Service	YTD October 2013	YTD October 2014	Dif +/-	% Dif +/-
Highway 82 Corridor Local/Express	1,295,987	971,175	(324,812)	-25%
BRT	51,591	687,190	641,364	1232%
Total	1,347,578	1,658,365	310,787	23%

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	Not yet started but will be completed in January 2015
2.	Discuss legislative strategy to address RFTA's Eminent Domain authority	Future meeting	Whitsitt	Will be discussed with Board early in 2015
3.	Signage encouraging TVM use at BRT Stations	Future meeting	Edmonds	Not yet started; two new TVMs installed at El Jebel DV & Basalt DV
4.	Report on Feasibility and Revenue Potential of Concept Advertising on exterior of RFTA buses	Future meeting	Board	Started; 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
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
13.	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

Finance Department Update – Mike Yang, Director of Finance

2014 Budget Year				
General Fund				
	November YTD			Annual Budget (Amended)
	Actual	Budget	% Var.	
Revenues				
Sales tax (1)	\$ 14,551,798	\$ 13,909,240	4.6%	\$ 17,824,000
Grants	\$ 1,126,382	\$ 1,123,725	0.2%	\$ 1,606,154
Fares	\$ 3,952,217	\$ 3,923,438	0.7%	\$ 4,346,000
Other govt contributions	\$ 1,925,686	\$ 1,925,686	0.0%	\$ 2,350,891
Other income	\$ 397,052	\$ 346,834	14.5%	\$ 366,000
Total Revenues	\$ 21,953,135	\$ 21,228,923	3.4%	\$ 26,493,045
Expenditures				
Fuel	\$ 1,943,304	\$ 1,928,415	0.8%	\$ 2,023,009
Transit (2)	\$ 15,449,402	\$ 14,693,122	5.1%	\$ 16,579,663
Trails & Corridor Mgmt	\$ 373,233	\$ 375,690	-0.7%	\$ 507,994
Capital	\$ 2,129,155	\$ 2,101,480	1.3%	\$ 2,691,710
Debt service	\$ 1,327,659	\$ 1,327,658	0.0%	\$ 2,283,753
Total Expenditures	\$ 21,222,754	\$ 20,426,364	3.9%	\$ 24,086,129
Other Financing Sources/Uses				
Other financing sources (3)	\$ 6,543,727	\$ 6,543,727	0.0%	\$ 6,556,525
Other financing uses	\$ (2,097,981)	\$ (2,097,981)	0.0%	\$ (2,615,819)
Total Other Financing Sources/Uses	\$ 4,445,746	\$ 4,445,746	0.0%	\$ 3,940,706
Change in Fund Balance (4)	\$ 5,176,128	\$ 5,248,305	-1.4%	\$ 6,347,622

(1) Sales tax revenue is budgeted and received two months in arrears (i.e. September revenues are received in November). Sales tax revenue exceeds estimates as a result of a stronger regional economy. Staff will continue to monitor this and recommend further adjustments as needed.

(2) Transit expenditures exceed budget primarily as a result of increased service levels; however, higher than estimated revenues are anticipated to fund the additional expenditures. Staff will continue to monitor this and recommend further adjustments as needed.

(3) 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.

(4) Over the course of the year, there are times when RFTA operates in a deficit; however, we are budgeting that we will end the year with a surplus or add to fund balance.

RFTA System-Wide Transit Service Mileage and Hours Report								
	Mileage November 2014 YTD (Prelim)				Hours November 2014 YTD (Prelim)			
	Actual	Budget	Variance	% Var.	Actual	Budget	Variance	% Var.
Transit Service								
RF Valley Commuter	3,377,818	2,868,217	509,601	17.8%	147,251	121,092	26,159	21.6%
City of Aspen	436,976	399,330	37,646	9.4%	47,078	42,907	4,171	9.7%
Aspen Skiing Company	215,157	202,885	12,272	6.0%	14,332	13,560	772	5.7%
Ride Glenwood Springs	109,975	100,640	9,335	9.3%	8,778	8,115	663	8.2%
Grand Hogback	196,144	162,635	33,509	20.6%	7,706	6,553	1,153	17.6%
X-games/Charter	13,024	17,539	(4,515)	-25.7%	1,092	1,725	(633)	-36.7%
Senior Van	17,260	13,287	3,973	29.9%	1,650	1,510	140	9.3%
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%
Total	4,452,323	3,846,153	606,170	15.8%	235,560	202,651	32,909	16.2%

Facilities and Bus Stop Maintenance

Glenwood Maintenance Facility (GMF):

Staff continues to look for ways to fund Phase 1 of the expansion of the GMF to accommodate the number of buses operating from the facility. RFTA operates about 45-50 buses out of the facility, which was originally designed to accommodate 34 buses. This capacity issue, along with the need to shift some operations from the AMF to the GMF during the AMF expansion project in 2015 and 2016, and the desire by CDOT to have RFTA provide additional services to help mitigate traffic during the Grand Avenue Bridge replacement in 2017, are driving the need to expand the parking area and other facilities at the GMF.

Staff has applied for several grants to aid in the design and construction of some portion of the GMF expansion project and has carved several small “phased” projects out of the GMF facilities’ master plan tailored to target the requirements of each specific grant. It is difficult to anticipate which grant, if any, RFTA will be successful in garnering, but staff is hopeful that RFTA will receive at least one grant so that we can move forward with some version of an expansion project at the facility within the next two years.

Carbondale Maintenance Facility (CMF):

In response to concerns expressed by neighbors living adjacent to the CMF, staff has completed the replacement of the lights on the outside of the CMF facility with fixtures and bulbs that meet the Town of Carbondale’s lighting ordinance.

Capital Projects Update

Rubey Park Renovation Project:

The bidding process for the Rubey park renovation project has been delayed until sometime after the first of the year. In order for the project to go out to ad, RFTA must first submit a final set of project plans and specifications to both CDOT and the FHWA for final review and approval. This process is taking longer than anticipated and staff has been forced to readjust the schedule for the bidding process. At this time, staff expects the project to go to ad before the end of January. Staff is still optimistic that if bids for the project come in within budget that construction can still begin by mid-April.

AMF Phase 3- Indoor bus storage:

The design process for phase 3 of the AMF renovation project was delayed while staff reevaluated the project’s scope of work due to anticipated cost overruns. Staff has now completed this reevaluation process and has revised the scope of work with the design team and determined the design process that staff will move forward with in January. The revised schedule now projects the project going out to ad sometime in July or August of 2015 and construction to span the fall of 2015 and the full 2016 construction season.

RFTA Bus Stops and Park & Ride Lots:

West Glenwood Park and ride design:

RFTA staff and the SGM design team have begun designing the trail and sidewalk that were part of the original requirements for the construction of the park-and-ride in West Glenwood Springs. The scope of work for this project also includes the design of a bus turn around loop, a public and staff restroom facility, a storm water retention system, and the 30% design of an expanded parking facility. RFTA and the City of GWS are also coordinating to design the remainder of the Glenwood Springs’ trail system from its current end point in the Meadows shopping center to the corner of Wulfsohn Road. The Glenwood Springs’ trail plan shows a grade-

separated trail over Wulfsohn, so coordinating RFTA's sidewalk and trail project with this grade-separated trail crossing will be critical.

Office Space and Housing Strategic Plan:

The first two tasks in the process of developing an office space and housing Strategic Plan are moving forward. On November 17th, 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.

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 86% 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 60% but is scheduled to be at 75% by the end of December.
- RFTA Permanent employee housing is currently at 83%. With seasonal employee housing at Burlingame factored in, overall employee occupancy is at 72%.

Rio Grande Trail and Corridor

- **Right-of-Way Land Management Project:** Along with its legal and engineering consultants, RFTA staff has been working on completing the following tasks in 2014 and developing a work program for 2015:
 - Review the research completed by the consulting attorneys for RFTA related to the railroad ROW for preparation of a Corridor Comprehensive Plan, Access Control Plan 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 if all 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 2015)*;
 - 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 in the Wye Area, by RFTA's 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 17th. He met with city of Glenwood Springs' staff and a representative of the Union Pacific. *(In Process)*.
- **River Edge** (*Sanders Ranch/Bair Chase/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 will be updating some of the current assumptions regarding use of the crossing and then RFTA staff, with advice from RFTA's attorneys, will work to develop an updated agreement 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 reviewed the response with RFTA's railroad attorneys and engineers and provided a technical response to CDOT. 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 that supports the City's revised plan to construct an at-grade crossing *(Ongoing)*;
- **8th Street Crossing Project by the City of Glenwood Springs**– (City of Glenwood Springs project – 30% Engineering Review for GWS Grade Separated Crossing) – Coordination has included conference calls, e-mail correspondence and a 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. 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)*;
- **8th St. Open Cut Crossing Project by CDOT**: Coordination has included conference calls, e-mail correspondence and review of CDOT's consultants drawings, designs and other related documents for the proposed 8th Street detour open cut crossing of RFTA's railroad *(Ongoing)*;
- **Industry Way, Carbondale** – Crossing Review & Coordination: Coordination has included conference calls, email correspondence, review designs and other related documents for proposed crossing improvements of Industry Way. This process has been delayed until the Access Control Plan (ACP) has been updated and adopted 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 9th RFTA Board meeting.* With direction from the RFTA Board, staff has been finalizing a draft of the Design Guidelines (DG) and send them out to the RFTA Board and RFTA's member jurisdictions Planning and Engineering (if applicable) departments for review. Staff also plans to post the ACP and DG for a 30 day public review and comment period on the RFTA website at www.rfta.com/traildocs.html beginning Friday, January 9, 2015, if the Board approves the draft ACP and DG for publication.

- **Wildlife Monitoring:** Beginning in 2015, RFTA staff recommends that RFTA discontinue the Wildlife Monitoring that is currently being conducted on a monthly basis and move to a schedule of monitoring that is completed every two years. RFTA staff has been in contact with Jonathan Lowsky of Colorado Wildlife Science, LLC about the proposed change in monitoring and is waiting on a proposal from Lowsky as to how he recommends the modified monitoring program should be implemented. Lowsky's proposal will be provided to the Board for review and comment when it is received.
- Staff is plowing the RGT corridor from Glenwood Springs up to Carbondale when a significant storm occurs
- Staff will be participating in the Pitkin County Open Space management planning efforts concerning the Rio Grande Trail corridor.
 - Pitkin County Open Space and Trails (PCOST) has been working internally and hopes to begin coordination meetings soon
 - Staff attended a meeting with Pitkin County and Basalt
 - PCOST is hoping to have a draft early next year
- SGM inspected the 5 bridges that RFTA is in charge of maintaining and the inspection report has been completed.
 - Staff procured bridge load rating signs and will install them at the necessary bridges, once the weather allows.
 - Staff reached out to PCOST to see if they were interested in partnering to repair the Sopris Creek/Emma Bridge
- 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 way finding signs to post along the RGT
- Staff hosted a volunteer work day on October 25 and got almost 100 trees/shrubs/plants planted at the 8th St intersection in Carbondale.
- Staff is working with the RFTA Planning Department to make some updates to the Strategic Plan and search for grants to enhance the RGT and help fund maintenance of the RGT
- Staff is coordinating with Rock Bottom Ranch and ACES; Rock Bottom Ranch wants more traffic on their property and has secured a GOCO grant to build a new internal trail that will connect with the RGT.
- Staff received an irrigation design for the mile of trail through Carbondale and got an estimate for installation of an irrigation system.

Planning Department Update – <i>David Johnson, Director of Planning</i>
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The 1-8-15 Planning Department Update.pdf can be found in the January 2015 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the RFTA Board meeting Agenda. An update regarding the RFTA 5-Year Strategic Plan is included in the Planning Department Update.

RFTA BOARD OF DIRECTORS MEETING
“BOARD GOVERNANCE PROCESS” AGENDA SUMMARY ITEM # 9. A.

Meeting Date:	January 8, 2015
Agenda Item:	Resolution 2015-02: Election of RFTA Board Officers for 2013
Presented By:	Paul Taddune, General Counsel
Staff Recommends:	Elect a Chair and Vice Chair; appoint staff members, Edna Adeh as Secretary and Michael Yang, as Treasurer.
POLICY #:	Bylaws – Article VII, Section 7.02
Action Requested:	Elect RFTA Board Officers and adopt Resolution 2015-02.
Core Issues:	<ul style="list-style-type: none"> • RFTA’s bylaws call for the election of Officers at the first regular meeting of the Board each year. • A Chair, Vice Chair, Secretary and Treasurer/Budget Officer must be elected. The Board may appoint staff members to serve as Secretary and Treasurer • Section 7.04 of the By-laws, as amended in 2010 states: “Term. With the exception of the CEO, each Officer shall serve a one (1) year term commencing upon election or appointment by the Board. Each Officer shall serve until the end of his/her term or until his/her successor is elected or appointed or s/he is lawfully removed pursuant to State law, these bylaws or the I.G.A. No member may serve as Chair for more than two consecutive one-year terms. No member may serve as Vice-Chair for more than two consecutive one-year terms. The Secretary and Treasurer may serve unlimited terms.” • Jacque Whitsitt has served as RFTA Chair for two consecutive years and, according to the By-Laws, is ineligible to serve another one-year term. • Due to the departure of Bill Boineau, there currently is no Vice Chair; therefore, the Board should nominate and elect both a new Chair and a new Vice Chair. • Staff recommends that Edna Adeh be elected as Secretary and that Michael Yang be elected as Treasurer/ Budget Officer.
Background Info:	See Core Issues
Policy Implications:	Election of officers to the RFTA Board is governed by its By-Laws. Article VII, Section 7.02 of the By-Laws provides that the Board shall elect Officers at the first regular meeting of the Board each year. The officers are a Chair, a Vice Chair, a Secretary and Treasurer/Budget Officer. The Board may appoint staff members to serve as the Secretary and Treasurer/Budget Officer.
Fiscal Implications:	None.
Attachments	Yes, please see Resolution 2015-02 on following page.

**Director _____ moved adoption
Of the following Resolution:**

**BOARD OF DIRECTORS
ROARING FORK TRANSPORTATION AUTHORITY
RESOLUTION NO. 2015-02
ELECTION OF RFTA BOARD OFFICERS FOR 2015**

WHEREAS, pursuant to Section 7.02 of the Bylaws of the Roaring Fork Transportation Authority (“RFTA”), the Board of Directors is required to elect Officers at the first annual meeting of each year.

Following a motion passed by the Board, the following persons were elected by consensus to serve as Officers of the Roaring Fork Transportation Authority Board of Directors for the year 2015.

_____, as Chairperson

_____, as Vice-chairperson

_____, as Secretary; and

_____, as Treasurer and Budget Officer.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE ROARING FORK TRANSPORTATION AUTHORITY:

The above-named persons shall serve as Officers of the Roaring Fork Transportation Authority until a successor is named.

INTRODUCED, READ AND PASSED by the Board of Directors of the Roaring Fork Transportation Authority at its regular meeting held January 8, 2015.

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

By: _____
Chairperson

ATTEST: _____
Edna Adeh, Secretary to the Board