

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

**TIME:** 8:30 a.m. – 11:30 a.m., Thursday, September 10, 2015

**USUAL LOCATION:** *Town Hall (Room 1), 511 Colorado, Carbondale, CO*

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

	Agenda Item	Policy	Purpose	Est. Time
1	<b>Call to Order / Roll Call:</b>		<b>Quorum</b>	<b>8:30 a.m.</b>
2	<b>Executive Session:</b>			
	A. Paul Taddune, General Counsel:  1) Pursuant to C.R.S. 24-6-402(4)(b) 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; and 2) Pursuant to C.R.S. 24-6-402 4(e)(l) Determining positions that may be subject to negotiations; developing strategy for negotiations and instruction negotiators; and 24-6-402(4)(a) The purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interests.	<b>3.5.2</b>	<b>Executive Session</b>	<b>8:31 a.m.</b>
3	<b>Approval of <u>Minutes</u>:</b> RFTA Board Meeting, August 13, 2015, <b>pg. 3</b>		<b>Approve</b>	<b>9:15 a.m.</b>
4	<b>Public Comment:</b> Regarding items not on the Agenda (up to one hour will be allotted if necessary, however, comments will be limited to three minutes per person)		<b>Public Input</b>	<b>9:20 a.m.</b>
5	<b>Items Added to Agenda – Board Member Comments:</b>	<b>4.3.3.C</b>	<b>Comments</b>	<b>9:25 a.m.</b>
6	<b>Consent Agenda:</b>			<b>9:30 a.m.</b>
	1. <u>Resolution</u> 2015-16: Adoption of Federally Mandated Amendments to RFTA Drug and Alcohol Policy – Dave Iverson, Operations Manager, <b>page 12</b>	<b>2.8.9</b>	<b>Adopt</b>	
	2. <u>Authorization</u> for CEO to Execute Agreement between Eagle County Government and the Roaring Fork Transportation Authority Concerning the Purchase of Large Transit Buses under the Colorado Mountain Purchasing Consortium Procurement – Kelley Collier, Chief Operating Officer, <b>page 18</b>	<b>4.2.5</b>	<b>Authorize</b>	
7	<b>Presentations/Action Items:</b>			
	A. <u>Presentation</u> of First Draft of 2016 RFTA Budget – Mike Yang, Director of Finance, <b>page 19</b>	<b>4.2.5</b>	<b>Discussion/ Direction</b>	<b>9:35 a.m.</b>
	B. Planned <u>Continuation</u> of Carbondale Circulator Service – Dan Blankenship, CEO, <b>page 33</b>	<b>4.2.5</b>	<b>Discussion /Direction</b>	<b>10:05 a.m.</b>
	C. Update Regarding Proposed Rio Grande Railroad Corridor <u>Access</u> Control Plan – Angela Henderson, Assistant Director, Project Management and Facilities Operations, <b>page 37</b>	<b>1.1.C</b>	<b>Discussion/ Direction</b>	<b>10:30 a.m.</b>
	D. Rail Corridor <u>License</u> Request for ACES Rock Bottom Ranch Soft Trail Connections to the Rio Grande Trail – Angela Henderson, Assistant Director, Project Management and Facilities Operations, <b>page 39</b>	<b>1.1</b>	<b>Discussion/ Direction</b>	<b>10:45 a.m.</b>
	<b>(Agenda Continued on Next Page)</b>			

	<b>Agenda Item</b>	<b>Policy</b>	<b>Purpose</b>	<b>Est. Time</b>
8	<b>Board Governance Process:</b>			
	A. CEO <a href="#">Performance</a> Review – Dan Blankenship, CEO, <b>page 41</b>	<b>3.2.3</b>	<b>Discussion/ Direction</b>	<b>11:05 a.m.</b>
9	<b>Information/Updates:</b>			
	A. CEO <a href="#">Report</a> – Dan Blankenship, CEO, <b>page 42</b>	<b>2.8.6</b>	<b>FYI</b>	<b>11:10 a.m.</b>
10	<b>Issues to be Considered at Next Meeting:</b>			
	To Be Determined at September 10, 2015 Meeting	<b>4.3</b>	<b>Meeting Planning</b>	<b>11:20 a.m.</b>
11	<b>Next Meeting:</b> 8:30 a.m. – 12:00 p.m., October 8, 2015 at Carbondale Town Hall.	<b>4.3</b>	<b>Meeting Planning</b>	<b>11:25 a.m.</b>
12	<b>Adjournment:</b>		<b>Adjourn</b>	<b>11:30 a.m.</b>

## **Mission/Vision Statement:**

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

## **Values Statements:**

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

**ROARING FORK TRANSPORTATION AUTHORITY  
BOARD MEETING MINUTES  
August 13, 2015**

**Board Members Present:**

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

**Voting Alternates Present:**

George Newman (Pitkin County).

**Non-Voting Alternates Present:**

Kathryn Trauger (City of Glenwood Springs).

**Staff Present:**

Dan Blankenship, Chief Executive Officer (CEO); Kelley Collier (COO); Paul Taddune, General Counsel; Edna Adeh, Board Secretary; Mike Hermes, Angela Henderson, Dina Farnell, Amy Burdick Facilities & Trails Department; Michael Yang, Finance Department; David Johnson, Planning Department.

**Visitors Present:**

Lynn Rumbaugh, City of Aspen; Dave Peckler, Town of Snowmass Village; Chris Lane, ACES; Geoff Guthrie, City of Glenwood Springs; Collin Szewczyk, Reporter (Aspen Daily News).

**Agenda**

**1. Roll Call:**

Stacey Bernot, Chair, declared a quorum to be present (8 member jurisdictions present) and the meeting began at 8:35 a.m.

**2. Executive Session**

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

A. Paul Taddune, General Counsel:

- 1) Pursuant to C.R.S. 24-6-402(4)(b) 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; and
- 2) Pursuant to C.R.S. 24-6-402 4(e)(I) Determining positions that may be subject to negotiations; developing strategy for negotiations and instruction negotiators; and 24-6-402(4)(a) The purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interests.

**Bob Gordon made the motion for the RFTA Board to adjourn into Executive Session. Michael Gamba seconded the motion and it was unanimously approved. The Board adjourned into Executive Session at 8:35 a.m.**

RFTA staff present at the Executive Session included: Dan Blankenship, Kelley Collier, Edna Adeh, Paul Taddune, Mike Hermes, Angela Henderson,

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

**No action was taken during the Executive Session. The Executive Session adjourned at 8:52 a.m.**

**3. Approval of Minutes:**

**Jacque Whitsitt moved to approve the minutes of the July 9, 2015 Board Meeting and Kathy Chandler-Henry seconded the motion. The motion was unanimously approved.**

**4. Public Comment:**

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

There were no comments from the public.

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

Stacey Bernot asked if there were any items that needed to be added to the meeting agenda. There were no items added to the meeting agenda.

Bernot next asked if any Board member had comments or questions regarding issues not on the meeting agenda. There were none.

Stacey Bernot welcomed Kelley Collier RFTA new Chief Operating Officer (COO).

**6. Presentations/Action Items:**

**A. Rail Corridor License Request for ACES Rock Bottom Ranch Soft Trail Connections to the Rio Grande Trail – Angela Henderson, Assistant Director, Project Management and Facilities Operations**

Angela Henderson introduced Chris Lane, ACES CEO, to present to the Board his request for a license to access the Rio Grande Trail in two locations. ACES, he said, is a non-profit, environmental science, education center focused on ecological literacy and environmental science, outdoor science education, forest health, restoration of lands and sustainable agriculture. Rock Bottom Ranch is 113-acre wildlife preserve and educational Ranch which serves as ACES' mid-valley hub for environmental education, wildlands preservation, and sustainable agriculture. ACES is requesting a license to connect a looped "Eco-Ed" pedestrian trail through its ranch to connect to the Rio Grande Trail (RGT) in two places. The Eco-Ed Trail system is intended to be an inter-disciplinary learning activity that would include elements such as environmental science, recreation, sustainable agriculture, conservation, and wild lands preservation. Access to the RGT would increase opportunities for the general public to visit the ECO-Ed system.

The Board discussed a number of issues and concerns, including safety, consistency with the Comprehensive Plan, balancing the promotion of accessibility with limiting accessibility, impacts on future approvals, and preserving the trail experience.

Regarding safety, the Board was concerned about conflicts between people entering and accessing the ACES property onto the RGT, where they might encounter fast moving bicyclists. Chris Lane said that the two proposed accesses were located on straight, flat, open sections of the RGT, with at least 100 yards of visibility in each direction. ACES intends to target families, and wants to make sure that they are safe and he felt that the crossings were safe in these locations. George Newman, Stacey Bernot and Jacque Whitsitt noted that this straight flat, high-visibility section of the RGT invites high-speed bicycle travel, and it is not uncommon to see mini-pelotons of 5-6 riders going 30 mph. Conflicts at access points could create serious accidents. Newman asked if ACES intended to create a rumble strip or come sort of control device to ensure that people would stop before entering the trail. Mike Hermes and Henderson responded that the 90-degree connection will be helpful, but there are other options, such as bollards, waggles, dips, etc. Design manuals have been created that specifically address such situations, and these tools can and will be applied. Mike Gamba pointed out that, assuming cyclists have at least 100 yards visibility, they will have about 7 seconds to react to people entering that trail, which is plenty of time. The only condition regarding safety, he suggested, would be that proposed safety measures should be approved by staff.

Another issue was the balance between promoting and limiting trail accessibility. Kathryn Trauger observed that it appears that the Comprehensive Plan wants to promote use, yet there are conflicts from increasing use. Limiting access does not seem to be the answer, especially for this project. The conflicts with other users are a separate issue.

Steve Skadron said that there appears to be a critical mass of intersections that can be tolerated. RFTA needs to acknowledge at some point that the critical mass has been achieved, in terms of safety and the overall trail experience. RFTA needs to be a steward of this fantastic transit corridor. It's too easy to discount the core values which prompted the acquisition of the corridor.

Kathy Chandler-Henry suggested that the Board needs to undertake a more philosophical discussion to address the conflict between encouraging access and use and maintaining the trail experience. Bernot also questioned the need to re-examine access policies and consider the critical mass issue.

The Board also was concerned about impact that its approval of the ACES' proposal would have on future access requests. Whitsitt asked the Board to consider what might happen if developer Ace Lane comes back and wanted to do something similar. She wanted to know what polices were available to enable the Board to decide these types of requests. Bernot expressed the similar sentiments. She cautioned that if the Board approved the ACES' request it had better be prepared to approve many others. She did not want the Board to be accused of giving ACES preferential treatment.

Dan Blankenship said that one difference between the ACES' proposal and Ace Lane's, was that Ace Lane planned to construct a pedestrian bridge that would have involved the construction of infrastructure within the corridor right of way. The aesthetics of the bridge across the river and the permanent improvements in the right of way prompted concerns about consistency with the Comprehensive Plan.

The Board suggested limiting ACES to an access at the up valley location. Chris Lane responded that the internal trail alignment has the least amount of impact on vegetation, wetlands, and geography, and best meets the purpose and intent of the project and the GOCO funds that are supporting it. Chandler-Henry asked if these actions would jeopardize the grant. Chris Lane responded that they could reduce the grant amount.

Markey Butler said that Rock Bottom Ranch is one of the few places where people can enjoy and learn about nature. She felt that the ACES' project should be consistent with the mission, and goals of the Corridor Comprehensive Plan.

In response to Bernot's inquiry about management plans, Lane responded that there will be a maintenance plan in place, staff to manage the operation of the ACES' trails, opening and closing times, and public restrooms.

Lane also reported that they have begun grubbing some segments of the trail due to time constraints and that construction crews are ready to go. He apologized for the late notice to RFTA for the access request.

Whitsitt made a motion to approve the project conceptually, contingent upon staff approving safety features and upon ACES submitting a Google Earth-type Street View of the access, with more information on the trail connection later. This motion failed.

**Newman made another motion to approve the up-valley access to Rio Grande Trail and Kathy Chandler Henry seconded the motion.**

**With all Board members in favor of the motion, the motion passed unanimously.**

**B. Update Regarding Proposed Rio Grande Railroad Corridor Access Control Plan – Angela Henderson, Assistant Director, Project Management and Facilities Operations**

Henderson reviewed the progress on the Access Control Plan (ACP) and Design Guidelines (DG), as outlined in the update on page 13 of the Board Agenda packet. Henderson highlighted the following elements in particular:

**Public Review Process:** The ACP & DG were scheduled for a 120-day public comment period. The public comment period closed on May 9, 2015 and staff has been working with the attorneys and engineers to develop responses to comments received from RFTA's member jurisdictions, Garfield County, CDOT, and the public. RFTA provided responses to Glenwood Springs, Garfield County and CDOT on Monday, August 3rd. Staff is now working through the general public comments. Once reviewed by the attorneys and engineers, RFTA will post a copy of all responses at [www.rfta.com/traildocs.html](http://www.rfta.com/traildocs.html).

**ACP Work Group:** Staff was directed to create an ACP Work Group, comprised of staff members from RFTA's member jurisdictions, Garfield County and CDOT, to work through the comments received during the public comment period and to develop an updated version of the ACP & DG. To date, meetings have taken place May 13<sup>th</sup>, June 30<sup>th</sup>, July 14<sup>th</sup>, and July 29<sup>th</sup>.

The ACP Work Group has been reviewing the ACP in 4-5 page increments. This has proven to be an effective method. The final section will be reviewed on Wednesday, August 19<sup>th</sup>.

**Title Issues:** Staff has been working with the attorneys and rail engineers on a strategy for cleaning up some of the title issues in the federal grant right of way areas along the Railroad Corridor. Federal Grant ROW was typically deeded for 100' on both sides of the center line of the track. Often, the railroads did not document these Federal Land grants properly. If documentation was lacking, the ROW was assumed to be 50' from center line. This discrepancy has created situations in which some adjacent property owners appear on RFTA's survey to have encroached into the Federal Grant ROW in some locations. In these instances, staff has developed a tentative strategy to work with adjacent property owners to address their title concerns. The anticipated process will include:

- Contacting each potentially impacted adjacent property owner to exchange deed information for the various parcels to figure out how their ownership title was acquired. Henderson estimated that about 15 conflicts exist, and most are small, like the corner of a house or a shed. Henderson reported that, so far, RFTA has only met with residents of the Cole subdivision, and they have been receptive.
- If the encroachment was allowed by the federal government then RFTA will correct its survey and the GIS system with the information provided by the property owner. If the RFTA survey is correct and the adjacent property boundaries are encroaching into the Railroad Corridor by mistake, then staff will work with the railroad engineers to establish the minimum width necessary for a railroad system to function in the future.
- Farnsworth Group will then create a legal description for each parcel (i.e. the adjacent property owner's parcel and the Railroad Corridor parcel). If both parties are in agreement with the legal descriptions, then there most likely would be an exchange of Quit Claim deeds.
- Once all of the deeds have been exchanged in all of the impacted Federal Grant ROW areas along the Railroad Corridor, staff will present the Quit Claim deeds to RFTA's Congressional Delegation and ask for Congressional ratification of the Federal Grant areas. This would essentially be a patent area clean-up, which would allow the property owners the ability to secure clear titles to their parcels. Mike Gamba reported that both Representative Tipton and Senator Bennet supported Glenwood Springs with its proposal to cross the UP right of way. Blankenship indicated that RFTA's lobbyists could assist with interacting with the Congressional Delegation.
- This process may take time; however, the attorneys and staff believe it is workable. The attorneys are researching the timeframes required for this process and the engineers are putting together a cost estimate for the work involved in establishing a minimum width and a legal description for each of the parcels impacted. Henderson said it used to take about one year; RFTA will have more information on costs and process in October. Blankenship suggested that the cost and staff time associated with this effort be borne by RFTA. The goal is to meet with property owners and finalize quit claim deeds to ensure that they can sell their property and not worry about ownership issues. Bernot concurred that this would positively impact property values and create certainty.

Gamba inquired if acquiring the ROW rather than rail banking would eliminate claims to the ROW. Taddune responded affirmatively.

The Board took a short 10 minutes break from 10:05 to 10:15 a.m.

**C. Planning Updates: Integrated Transit System Plan and 2016 Strategic Plan**

- David Johnson, Director of Planning

With Board's direction to move forward with the ITS Plan, Johnson said that staff had been evaluating the most appropriate method to deliver it. Unlike smaller and more discrete projects, the proposed Plan has the ability to evolve and to integrate other related projects.

Consequently, staff proposes a Request for Qualifications (RFQ) procurement process to establish an on-call Planning Consulting Services contract, consisting of a Prime Consultant supported by sub consultants with varying, specific areas of expertise. This would allow RFTA to complete the ITSP and many other transit planning projects, without having to request bids for each project.

Johnson provided a draft Request for Qualifications (RFQ) in the Board packet for Board's review and asked if the Board wished to prioritize any projects to be completed in the ITSP, adding that the plan process is flexible to some degree.

Stacey Bernot responded that she would prefer to consider prioritizing the projects when RFTA selects a consultant team. She inquired whether RFTA has the right staffing to take care of the projects mentioned in ITS Plan.

Blankenship asked for volunteers from the Board to be on the interview panel. Jacque Whitsitt volunteered to be on the panel after Staff has finalists.

Whitsitt commented that the priority should be on understanding and addressing impacts to State Highway 82, the region's main transportation facility. She said that local governments should consider the regional impacts of their land use and transportation decisions.

**D. Preliminary Planning Initiatives, Assumptions and Issues for the 2016 RFTA Budget – Mike Yang, Director of Finance**

Yang referred to pages 17-20 of the Board packet to discuss the 2016 budget process. The first draft budget will be presented at the September Board meeting and the 2nd draft in October. The final budget will be presented for Board review and adoption at the November Board meeting.

Jacque Whitsitt asked if area voters could be polled about the budget initiatives, assumptions and issues outlined on page 18, to determine what they are willing (and not willing) to pay for. If we are contemplating asking for funds from the voters, we need to gauge their opinion, she said. We can't just approach them in November and say 'we need more money.' Blankenship indicated that it would be advisable to conduct a public opinion survey early in 2016 if the Board was considering a ballot issue in November 2016.

Stacey Bernot commented that there are a few things that could really influence the 2016 budget. If we are actually under-budget in mid-2016, we should know what our priorities are so that they could be funded after the year gets underway.

**E. Alternative Means of Engaging the Public in RFTA Board Meetings – Dan Blankenship, CEO and Edna Adeh, Executive Assistant**

Adeh informed the Board that RFTA issued a Request for Information (RFI) for public broadcasting and recording solutions, which resulted in responses from four companies with Granicus-type systems that range in cost from \$200 - \$1,000 per month for software and support services, and from \$7,000 - \$15,000 for hardware. Adeh reported that the two most responsive replies were also the most expensive.

Blankenship said that RFTA could ask for requests for proposal if we wish to implement live video streaming and recording of meetings.

Stacey Bernot stated that a semi-annual evening board meeting might be sufficient to show our desire to engage the public. Live streaming of regular meetings would be helpful too.

Kathy Chandler-Henry reported that Eagle County used Granicus, but no one logged in and the County decided to abandon it. Newman also reported that Pitkin County did not get adequate public response from Granicus, but the County does obtain participation and feedback from the live streaming and broadcasting.



Both Stacey Bernot and Mike Gamba supported the acquisition of live streaming capabilities.

**Jacque Whitsitt moved to direct staff to proceed with the RFP process. Markey Butler seconded the motion.**

**The motion on the floor passed unanimously.**

**F. RFTA Parking Management Plan Update - Mike Hermes, Director of Facilities**

Hermes reviewed the parking management issues presented on Page 22 of the Board packet.

Creating rules is one thing, Hermes said, but enforcement is another. For instance, to enforce RFTA's PNR regulations, someone must actually see people utilizing the PNR inappropriately (such as for ride sharing). Hermes contacted potential vendors, but could not identify anyone in the region directly involved in management and enforcement of parking. Parking can be managed to some extent with devices such as gates, but management will be expensive. Hermes advocated Option A (Install signs at all park & ride lots using Facilities staff and use selective enforcement--i.e. when staff observes someone violating rules, call for the tow service).

Hermes plans to install the parking enforcement signs and hire a tow company. In previous years, in a more soft enforcement gesture, RFTA often chose to tow cars close to the site of the violation and to pay the costs. This year, cars will get towed to the site the tow company chooses, and the tow charges will be borne by the car owner.

The Planning Services RFQ will request that parking management be one of the competencies of the consultant team, said Hermes, to support RFTA's ability to address parking issues. There will be some benefit to putting a sign up, he said, because people will at least be aware.

Stacey Bernot mentioned that the City of Fort Collins has a "good neighbor of the week" and a "not-so-good neighbor of the week" posted on social media. Perhaps "social shaming" would be the wrong way to go, but negative tweets about abuse of P&R areas might be a tool RFTA could consider, she said. We need to clean up the parking violations, she said, but it is going to be costly to manage it. If ride sharers used outlying lots like Carbondale's, it would not be an issue. Hermes stated that RFTA would create information on the RFTA website highlighting places from which to ride share.

Hermes estimated that 10% to 20% of overall PNR users are not using RFTA transit users. The problem is worse in Basalt because a neighboring business uses it for employee parking, and it's a cat-and-mouse game with them. Hermes questioned how much RFTA wanted to spend on defending the PNRs, and wondered where parking management fit into RFTA's overall priorities. Most violations occur because people are trying to get to work, parking is limited, and they just jam their car into a space. We don't want to give them a \$300 towing bill unless absolutely necessary.

Blankenship reiterated that it is important for RFTA to identify alternatives for those who wish to ride share.

Markey Butler left the Board meeting at 11:36 a.m. The Board still maintained its quorum with 7 member jurisdictions present.

**7. Information/Updates:**

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

Dan Blankenship referred Board members to the CEO Report on page 23 of the Board packet.

Blankenship reported that RFTA applied for \$1.5 million in funding from the Energy and Mineral Impact Assistance Program EMIAP (administered by the State of Colorado Department of Local Affairs) for Phase I of the GMF Expansion (extensive grading, utility relocation, retaining walls, drainage systems), and the proposal was not accepted. RFTA received feedback that they want more of a bricks and mortar project.

We are already crowded into the GMF. Our goal is to complete the core elements of the GMF expansion project before we need to provide the Grand Avenue Bridge closure transit mitigation services in August of 2017. Completion of Phase I will impact RFTA's ability to support the bridge replacement project. As a contingency plan, RFTA could construct temporary parking adjacent to the GMF to support transit mitigation, but it would basically be an unlit dirt lot. Meantime, RFTA submitted another application for EMIA funding on August 1. Blankenship will discuss the project with the EMIA staff to determine how to make the project more competitive.

Steve Skadron asked about progress on installing permanent doors at BRT stations to reduce wind and cold. Hermes responded that the temporary doors worked appropriately, and that Z group is helping to design and estimate the cost of permanent doors. In response to Skadron's question about why doors were not installed at the time the shelters were constructed, Hermes replied that the research indicated that many people would not wait inside a totally enclosed area because of concerns about being trapped. To address this concern, the doors will primarily be installed on the windward side of the shelters.

Skadron reported that he had experienced a group of people who had completed a long hike of the Maroon Bells attempt to flag down a Maroon Bells bus. The bus would not stop. He asked some drivers about what they would do, and reactions were mixed. Some said they would stop, while others said they would only stop at bus stops, per RFTA policy. Blankenship said he was not surprised at the conflicting responses. From a customer service perspective, a bus driver does not want to abandon anyone, even though it is company policy to stop only at specific locations.

Bus Operator Ed Cortez said the bottom line is consistency. For me, customer service is a priority, but you need to follow company policy.

Mike Gamba asked how RFTA provides service to Maroon Bells. Blankenship explained that the service has been operating since the mid-1970s. Pitkin County owns the road to the Maroon Bells, and at that time it operated its own transit services. The U.S. Forest Service (USFS) approached the County with concerns that excessive parking demand at the Bells was ruining the environment and the visitor experience. So, the County agreed to begin operating bus services to the Maroon Bells and, in turn, the USFS agreed to limit access to the Bells. Originally, the transit service agreements were entered into by the USFS and the County. Currently there is no formal agreement between RFTA and the USFS that requires RFTA to provide the service. However, as a condition of its 1% county mass transit sales tax contribution to RFTA, as set forth in the RFTA formation IGA, Pitkin County required RFTA to continue providing the Maroon Bells Bus Service, the Woody Creek Van service, and the Pitkin County Senior Van service. This year, the USFS asked RFTA to provide earlier buses to reduce parking demand, and RFTA obliged. Farebox recovery for the Maroon Bells bus service is about 75%.

Gamba reported that access to Hanging Lake may transition to shuttle only, based on similar parking issues.

Stacey Bernot referred to the list of projects on pages 28-29 that are impacted by the drafting of the Design Guidelines and Access Control Plan, and suggested placing a moratorium on any access requests until the ACP is approved by the Board. I don't take these delays lightly, she said, but I think we need to take the time required to finalize the ACP.

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

No specific issued were identified to be considered at the next meeting.

9. **Next Meeting:** 8:30 – 12:00 p.m., September 10, 2015 at Carbondale Town Hall

10. **Adjournment:**

**Bernot moved to adjourn the Board meeting at 11:58 a.m.**

The Board Meeting adjourned at 11:58 a.m.

Respectfully Submitted:

Edna Adeh  
Board Secretary

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

<b>Meeting Date:</b>	September 10, 2015
<b>Agenda Item</b>	Resolution 2015-16: Adoption of Federally Mandated Amendments to RFTA Drug and Alcohol Policy
<b>POLICY #:</b>	<b>N/A</b>
<b>Recommendation:</b>	Adopt Federally Mandated Changes to RFTA Drug and Alcohol Policy
<b>Presented By:</b>	Dave Iverson – Operations Manager & Program Manager for RFTA’s Drug and Alcohol Testing Program & Kent Blackmer RFTA Co-Director of Operations
<b>Core Issues:</b>	<p>On August 6, 2015, RFTA’s drug and alcohol program was examined as part of a general audit by CDOT and the Federal Transit Administration (FTA). As a result, it was noted that RFTA should make revisions to its existing RFTA Drug and Alcohol Policy in order to comply with federal mandates. Accordingly, staff is requesting the Board to adopt Resolution 2015-16 to formalize the following changes to RFTA’s Drug and Alcohol Policy:</p> <p style="text-align: center;"><b>Updates to RFTA Drug and Alcohol Policy</b>  Dated: September 10, 2015</p> <p>All clarifications listed below are in accordance with DOT 49 CFR part 40, 655 and FTA:</p> <ol style="list-style-type: none"> <li>1. RFTA’s new Safety Sensitive Employee List, which classifies all safety sensitive employees, will replace the current list in the Drug and alcohol Policy. <b>Page 21 of the Policy</b></li> <li>2. A reference to a safety sensitive applicant’s previous drug and alcohol history, which is now a part of RFTA’s application under Driving Abstract Information, will be placed in the Policy. <b>Page 3 of the Policy.</b></li> <li>3. The Policy will be amended to reflect the new cut off levels, set by the FTA, for a confirmatory positive drug test: Cocaine metabolites from 300 to 150 ng/ml. Amphetamines from 1,000 to 500 ng/ml. <b>Pages 9&amp;10 of the Policy.</b></li> </ol>
<b>Background:</b>	See Core Issues.
<b>Policy Implications:</b>	Board Awareness and Support policy 2.8.11 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.”
<b>Fiscal Implications:</b>	In so far as an updated and bound RFTA Drug & Alcohol Policy manual was issued to all RFTA employees as of November 25, 2008, the updates stated above can be issued in a memorandum format to be inserted in the last manual issued. Therefore, costs to include these updates to our policy manuals should be negligible.
<b>Attachments:</b>	Yes see Resolution 2015-16, attached below.

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

**BOARD OF DIRECTORS  
ROARING FORK TRANSPORTATION AUTHORITY RESOLUTION**

**NO. 2015 – 16**

**ADOPTING AMENDMENTS TO THE DRUG AND  
ALCOHOL POLICY**

**WHEREAS**, the Roaring Fork Transportation Authority is dedicated to providing safe, dependable and economical transportation service to the public, and to provide a healthy, safe and satisfying work environment for its employees; and

**WHEREAS**, to meet its goals and to comply with Federal and State Drug and Alcohol Regulations, and to satisfy legal requirements, the Board of Directors of the Roaring Fork Transportation Authority desires to adopt and direct the implementation of Federally required amendments to its Drug and Alcohol Policy (Attached hereto as Exhibit A).

**WHEREAS**, the Board of Directors of the Roaring Fork Transportation Authority further desires to implement said policies in order to (1) detect drug or alcohol use in violation of the policies through testing, (2) encourage employees to obtain treatment and rehabilitation for drug and alcohol problems, (3) deter drug or alcohol use in violation of the policy through education and training, and (4) enforce the Authority's goal of a drug and alcohol-free work environment through appropriate discipline.

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

That Federally mandated amendments to the Roaring Fork Transportation ROARING FORK TRANSPORTATION AUTHORITY are hereby adopted and approved; and

That the Roaring Fork Transportation Authority's management is hereby directed to implement said policy amendments.

**INTRODUCED, READ AND PASSED** by the Board of Directors of the Roaring Fork Transportation Authority at its regular meeting held on the 10th day of September, 2015.

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

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

I, the Secretary of the Board of Directors (the "Board") of the Roaring Fork Transportation Authority (the "Authority") do hereby certify that (a) the foregoing Resolution was adopted by the Board at a meeting held on September 10, 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

ROARING FORK TRANSPORTATION AUTHORITY  
DRUG AND ALCOHOL POLICY

1.0 GENERAL POLICY STATEMENT

The Roaring Fork Transportation Authority is dedicated to providing safe, dependable, and economical transportation services to the public, and to provide a healthy, safe and satisfying work environment for our employees. RFTA employees must be able to work in a drug and alcohol-free work environment. It is the responsibility of all employees to report to work free of alcohol and controlled substances. RFTA employees are also expected to take action to prevent unsafe practices of fellow employees. At the same time, every effort must be made to protect and respect employees' rights and privacy.

To meet these goals, RFTA has implemented this policy to (1) detect drug or alcohol use in violation of this policy through testing; (2) encourage employees to obtain treatment and rehabilitation for drug and alcohol problems; (3) deter drug or alcohol use in violation of this policy through education, training and discipline; and (4) enforce RFTA's goal of a drug and alcohol-free work environment through appropriate discipline. Additionally, the purpose of this policy is intended to comply with all applicable Federal regulations governing workplace anti-drug and alcohol testing programs in the Transportation industry. Specifically, the Federal Transportation Administration (FTA) of the U.S. Department of Transportation has published 49 CFR Part 655, as amended, that mandates urine drug testing and breath alcohol testing for safety-sensitive positions, and prohibits performance of safety sensitive functions when there is a positive result. The U.S. Department of Transportation (USDOT) has also published 49 CFR Part 40, as amended, that sets standards for the collection and testing of urine and breath specimens. The current version of Part 40 is available for review by RFTA employees upon request.

Drug and alcohol abuse can have profound effects on the health, work and personal life not only of the abuser but also the abuser's family, friends and the public at large. Employees should be aware of the signs and symptoms of drug or alcohol problems, and of available methods of intervening when a substance abuse problem is suspected. Appendix A to this policy contains additional discussion of these matters.

Many elements of this policy are required by federal regulations covering persons in safety-sensitive positions, such as requiring applicants to answer questions and sign a release allowing RFTA to make inquiries into the applicant's drug and alcohol history with previous employers for the previous 2 years. Other elements of this policy are not required by federal regulations but are official RFTA policy. When language appears in this policy that is official RFTA policy and not federal regulations, that language will be italicized. Appendix B to this policy explains which elements of this policy are federally required. Employees wishing to review federal regulations on drug and alcohol use may contact RFTA's Labor Relations or Legal Divisions.

This policy was originally adopted by the RFTA Board of Directors on May 2, 1996. Revisions to this policy were adopted by the RFTA Board on August 8, 2002, April 14, 2005 and October 10, 2014. This

For the initial drug screen, minimum positive thresholds are currently:

Marijuana metabolites	50 ng/ml
Cocaine metabolites	150 ng/ml
Opiate metabolites	2000 ng/ml*
Amphetamines	500 ng/ml
Phencyclidine	25 ng/ml
*25 ng/ml if immunoassay specific for free morphine	

For the confirmatory test, minimum positive thresholds are:

- 9 -

<u>Marijuana metabolites-1</u>	<u>15 ng/ml</u>
<u>Cocaine metabolites-2</u>	<u>100 ng/ml</u>
Opiates:	
Morphine	2000 ng/ml
Codeine	2000 ng/ml
Phencyclidine	25 ng/ml
Amphetamines:	
Amphetamine	250 ng/ml
Methamphetamine	250ng/ml
<u>1-Delta-9-tetrahydrocannabinol-9-carboxylic acid</u>	
<u>2-Benzoyllecgonine</u>	



**APPENDIX C**  
Roaring Fork Transportation Authority  
Drug and Alcohol Policy

**SAFETY-SENSITIVE POSITIONS**  
(As of September 10, 2015)

NOTE: RFTA employees who perform "safety-sensitive functions," as that term is defined in federal regulations (49 CFR Parts 40, 655.), are subject to random drug and alcohol testing and other special requirements. The following list is intended to be all-inclusive, but any employee unsure whether the employee performs safety-sensitive functions should check with the employee's supervisor.

Non-CDL Service Worker  
Non-CDL Bus Operator  
CDL Service Worker  
CDL Bus Operator  
Transportation Supervisor  
Transit Service Technician  
Transit Collision & Service Tech I  
Transit Collision & Service Tech II  
Transit Mechanic Manager  
Lead Mechanic  
Shop Foreman  
Traveler Transportation Supervisor  
Traveler Relief Supervisor

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

<b>Meeting Date:</b>	September 10, 2015
<b>Agenda Item:</b>	Authorization for CEO to Execute Agreement between Eagle County Government and the Roaring Fork Transportation Authority Concerning the Purchase of Large Transit Buses under the Colorado Mountain Purchasing Consortium Procurement
<b>Presented By:</b>	Kelley Collier, Chief Operating Officer
<b>Recommendation:</b>	Authorize the CEO to execute the agreement
<b>Policy #:</b>	<b>2.8: Board Awareness and Support</b>
<b>Core Issues:</b>	<ul style="list-style-type: none"> <li>• RFTA has participated in a process with 11 other transit agencies to develop a joint procurement process for large transit vehicles.</li> <li>• There are significant economies of scale associated with participating in a joint procurement process including cost savings, additional support and streamlined ordering and paperwork processes.</li> <li>• The Colorado Mountain Purchasing Consortium has been created and is being administered by Eagle County.</li> <li>• To participate in the consortium, RFTA must execute an agreement with Eagle County.</li> <li>• Staff recommends that the RFTA Board authorize the CEO to execute the agreement.</li> </ul>
<b>Policy Implications:</b>	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.
<b>Fiscal Implications:</b>	There will be a \$600 administrative fee for every vehicle that RFTA purchases through the Colorado Mountain Purchasing Consortium.
<b>Attachments:</b>	Yes, please see the CMPC_Agreement RFTA.pdf included in the September 2015 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the Board Agenda packet.

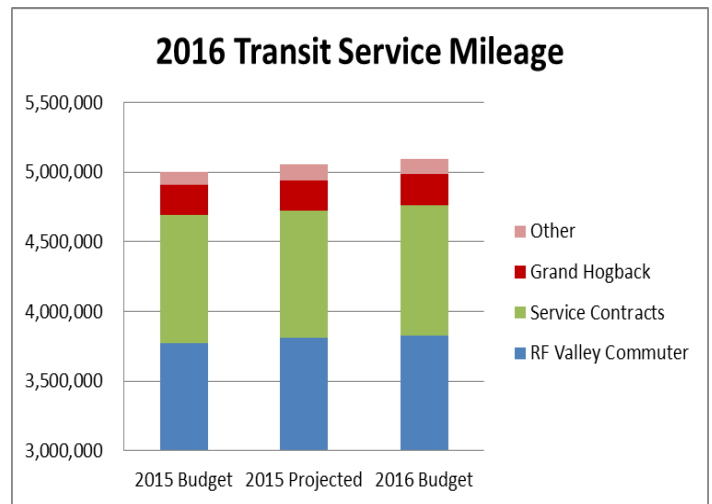
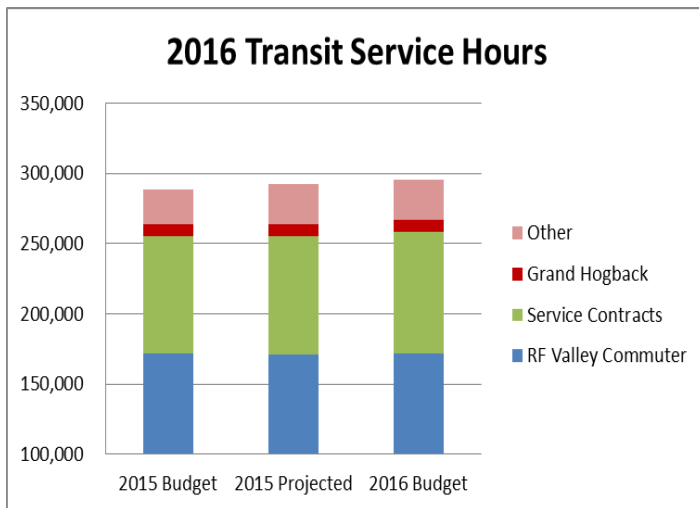
**RFTA BOARD OF DIRECTORS MEETING  
PRESENTATIONS AGENDA SUMMARY ITEM # 7. A.**

<b>Meeting Date:</b>	September 10, 2015
<b>Agenda Item:</b>	Presentation of First Draft of 2016 RFTA Budget
<b>POLICY #:</b>	<b>4.2.5: Board Job Products</b>
<b>Action Requested:</b>	Review 2016 Budget priorities and revenue and expenditures assumptions and provide staff with direction.
<b>Presented By:</b>	Michael Yang, Director of Finance
<b>Core Issues:</b>	Limited financial resources for 2016 Budget require the establishment of priorities and expenditures assumptions to meet the 2016 Budget goals established by the Board at the August 2015 Board meeting.
<b>Background Info:</b>	<p>The annual budget process has started a month earlier this year so that we can have a better opportunity to align the budget with the Strategic Plan and to address other Board and organizational priorities.</p> <p>At the August 2015 Board meeting, staff presented the 2016 budget initiatives, assumptions and issues.</p> <p>The 1<sup>st</sup> draft of the 2016 budget has been prepared based on the approved budget initiatives and assumptions. The budget is a work-in-progress and will be refined in September and October as more actual expenditure and revenue data become available, which could positively or negatively affect the General Fund's current surplus forecast for 2015 as for 2016.</p> <p>The 1<sup>st</sup> draft of the budget will be presented in the following order:</p> <ol style="list-style-type: none"> <li>1. Services</li> <li>2. Issues</li> <li>3. Consolidated Financial Overview</li> <li>4. Estimated Revenue Composition and Assumptions</li> <li>5. Budgeted Expenditures by Program/Department and Assumptions</li> <li>6. Budgeted Other Financing Sources/Uses</li> <li>7. Staffing</li> <li>8. Major Goals</li> <li>9. Fund Balance &amp; Operating Reserves</li> <li>10. Background information</li> </ol>
<b>Policy Implications:</b>	Board Job Products Policy 4.2.5 states, "The Board will approve RFTA's annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy)."
<b>Fiscal Implications:</b>	Limited resources will require prioritization of Authority projects; revenue and expenditures assumptions could affect Fund balance.
<b>Options:</b>	Approve, revise and approve, or provide direction to revise the draft budget prioritization, assumptions and change in Fund balance.
<b>Staff Recommends:</b>	Approve prioritization and assumptions of the 2016 Budget with revisions as the Board feels necessary
<b>Attachments?</b>	Yes, please see 2016 1 <sup>st</sup> Draft Budget presentation on the following pages.

# 2016 RFTA BUDGET – 1<sup>ST</sup> DRAFT PRESENTATION

## 1. Services

- Assumes essentially status quo regional commuter service levels with updates for seasonal changes and one additional day in February as a result of 2016 being a leap year.
- Increased service levels for the City of Aspen’s Burlingame route are assumed for the 2015/2016 winter season only.
- The Forest Service is anticipated to confirm whether or not they wish to continue the increased service levels for the Maroon Bells tour in 2016, which is currently assumed in the budget.



## 2. Challenges, Issues and Opportunities

- As the Authority’s primary funding mechanism, Sales and Use tax revenues can be volatile and growth can vary among our eight member jurisdictions. The Authority relies on each member jurisdiction’s Finance Department’s assumptions and trend analysis for estimate preparation. Staff reached out to each Finance Department to obtain their sales tax estimate for 2016. Of the eight jurisdictions, staff has heard back from three and made our own assumptions for the remaining five jurisdictions until new information becomes available. As a result, the preliminary overall increase is just under 2%.
- Transit fuel prices are known to be volatile. Similar to previous years, management obtained a fixed price transit diesel and gasoline fuel contracts to manage this volatility resulting in an 18% decrease from the current year’s weighted average cost per gallon.
- Health care costs continue to rise and the preliminary estimated increase is approximately 10%. Staff will review and analyze various scenarios before recommending any changes to employee contributions and employer contributions to the various plans.

- Historically, the high cost of living in the Roaring Fork Valley has negatively affected the Authority's ability to hire and retain qualified transit personnel. Combined with today's stronger economy, the Authority faces increased challenges to attract and maintain adequate staffing levels. Management continues to review and refine the Authority's compensation package with respect to wages, incentive programs and benefit enhancements, including employee housing, in order to remain competitive in the local job market. As part of the compensation review, a market survey will be conducted this month for all job descriptions and any potential adjustments will be identified and considered, as needed.
- Contract negotiations with Amalgamated Transit Union (ATU) Local 1774 are anticipated to begin this fall and are likely to be completed after the 2016 budget has been adopted in November. If the negotiations result in budgetary impacts, then staff will present a 2016 supplemental budget appropriation resolution at a future Board meeting for approval.
- Management plans to develop a funding strategy for the short and long term major capital needs, which may include: financing options, seeking out grant opportunities, the use of reserves in fund balance, seeking additional revenue streams dedicated to capital replacement, and reducing operating expenditures. Over the next month, staff will focus on bus replacements and Phase I of the GMF expansion project to determine how best to accomplish these in the near term.

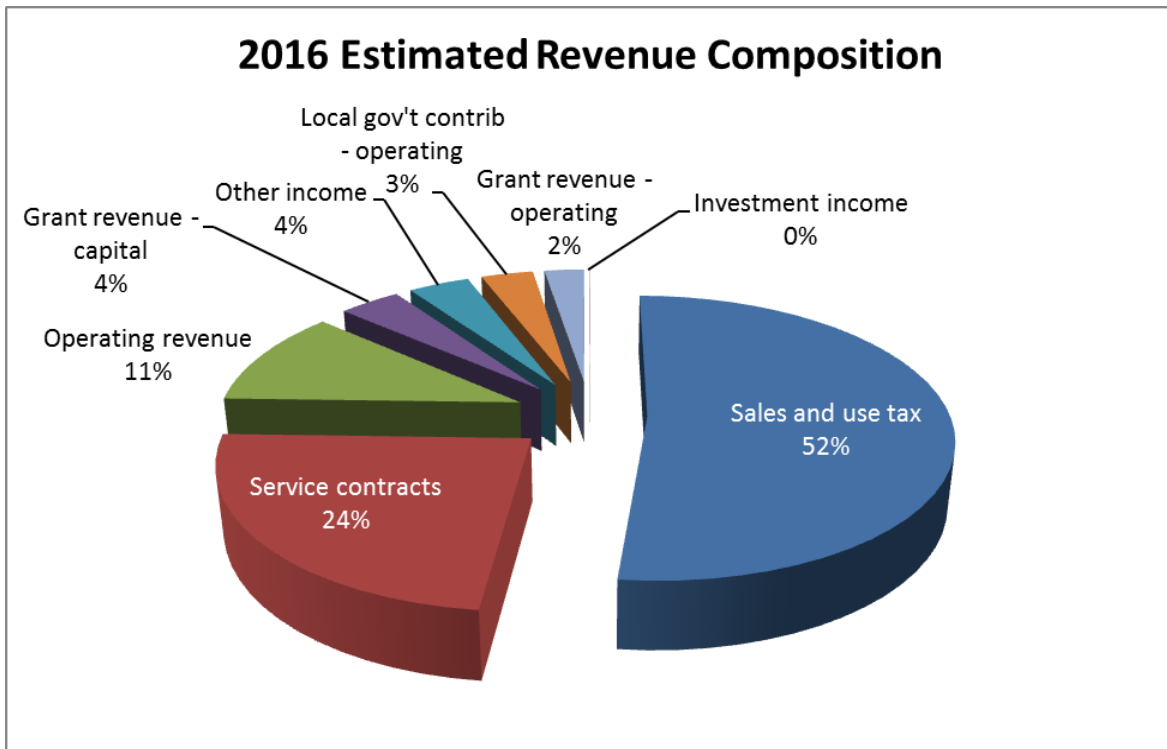
### 3. Consolidated Financial Overview

(1,000's)	General Fund	Service Contracts	Bus Stops/ PNR SRF	Mid Valley Trails SRF	Capital Projects Fund*	Debt Service Fund	2016 Total Budget	%
<b>Beginning fund balance (Budget).</b>	\$ 15,846	\$ -	\$ 80	\$ 116	\$ -	\$ 2,499	\$ 18,541	
<b>Revenues:</b>								
Sales and use tax	\$ 20,920	\$ -	\$ -	\$ 50	\$ -	\$ -	\$ 20,970	52%
Service contracts	\$ -	\$ 9,578	\$ -	\$ -	\$ -	\$ -	\$ 9,578	24%
Operating revenue	\$ 4,449	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,449	11%
Grant revenue - operating	\$ 1,015	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,015	3%
Grant revenue - capital	\$ 1,538	\$ 30	\$ -	\$ -	\$ -	\$ -	\$ 1,568	4%
Local gov't contrib - operating	\$ 1,332	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,332	3%
Local gov't contrib - capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other income	\$ 420	\$ -	\$ 461	\$ -	\$ -	\$ 679	\$ 1,560	4%
Investment income	\$ 13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13	0%
<b>Total revenue</b>	<b>\$ 29,686</b>	<b>\$ 9,608</b>	<b>\$ 461</b>	<b>\$ 50</b>	<b>\$ -</b>	<b>\$ 679</b>	<b>\$ 40,484</b>	<b>100%</b>
<b>Program expenditures:</b>								
Fuel	\$ 1,690	\$ 745	\$ -	\$ -	\$ -	\$ -	\$ 2,435	6%
Transit	\$ 19,408	\$ 9,000	\$ 668	\$ -	\$ -	\$ -	\$ 29,075	74%
Trails & Corridor Mgmt	\$ 436	\$ -	\$ -	\$ 44	\$ -	\$ -	\$ 480	1%
<b>Subtotal operating exp.</b>	<b>\$ 21,534</b>	<b>\$ 9,745</b>	<b>\$ 668</b>	<b>\$ 44</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 31,990</b>	<b>81%</b>
Capital	\$ 2,252	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,252	6%
Debt Service	\$ 2,272	\$ -	\$ -	\$ -	\$ -	\$ 2,947	\$ 5,219	13%
<b>Total expenditures</b>	<b>\$ 26,058</b>	<b>\$ 9,745</b>	<b>\$ 668</b>	<b>\$ 44</b>	<b>\$ -</b>	<b>\$ 2,947</b>	<b>\$ 39,461</b>	<b>100%</b>
<b>Other financing sources</b>	<b>\$ -</b>	<b>\$ 137</b>	<b>\$ 207</b>	<b>\$ -</b>	<b>\$ 225</b>	<b>\$ 2,268</b>	<b>\$ 2,837</b>	
<b>Other financing (uses)</b>	<b>\$ (2,837)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (2,837)</b>	
<b>Change in Fund Balance</b>	<b>\$ 791</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 6</b>	<b>\$ 225</b>	<b>\$ (0)</b>	<b>\$ 1,022</b>	
<b>Ending fund balance</b>	<b>\$ 16,637</b>	<b>\$ 0</b>	<b>\$ 80</b>	<b>\$ 122</b>	<b>\$ 225</b>	<b>\$ 2,499</b>	<b>\$ 19,563</b>	

For an explanation of each fund, please refer to the Background section at the end of this report.

\*While the 2015 budget reflects that the remaining capital project funds are to be expended, any unexpended budget will need to be re-budgeted in 2016. These capital projects include BRT, Aspen Maintenance Facility (AMF) Recommissioning Project, Rubey Park Renovation, and Carbondale Park & Ride Expansion.

#### **4. Estimated Revenue Composition & Assumptions**

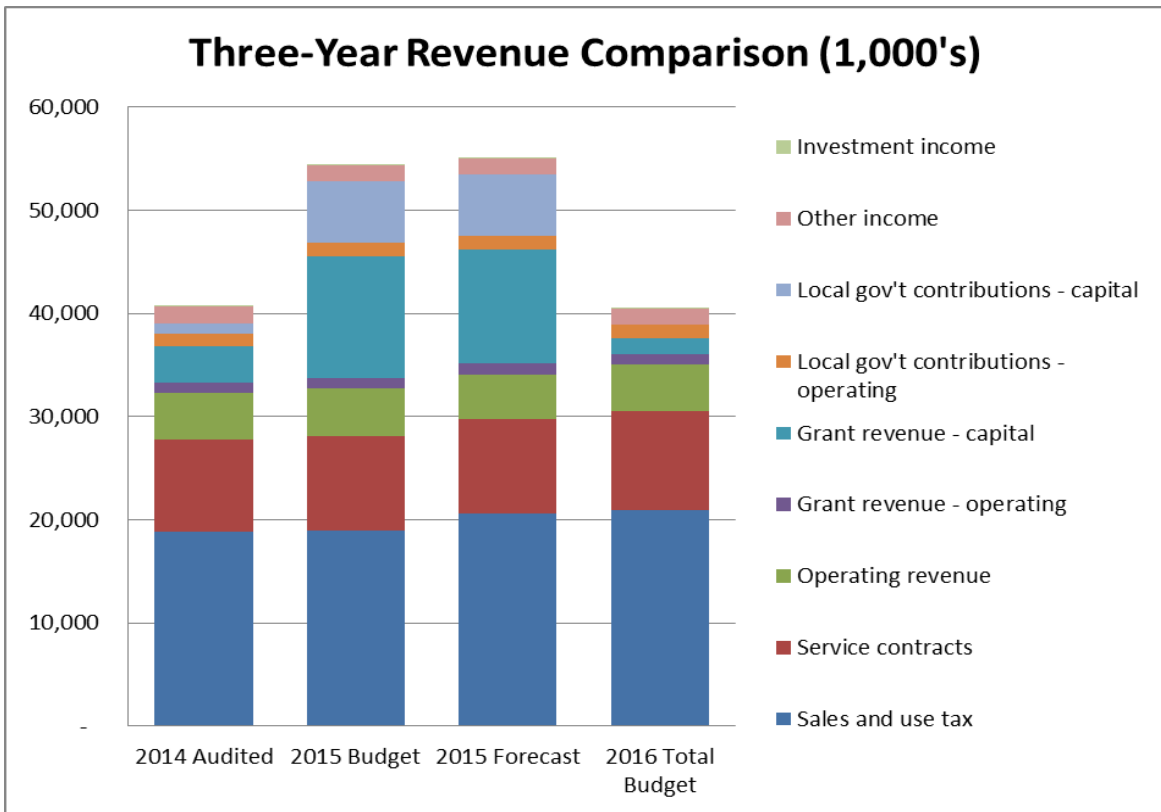


- Sales and Use tax revenues are dedicated taxes collected from member jurisdictions based on intergovernmental agreements
  - The chart below shows estimates by jurisdiction):

<b>Member Jurisdictions</b>	<b>2016 % Increase</b>
Aspen	4.0%
Basalt*	2.0%
Carbondale*	2.0%
Glenwood Springs*	2.0%
Eagle County*	3.0%
New Castle	2.0%
Pitkin County*	5.0%
Snowmass Village	3.0%

*\*Assumptions by RFTA until information is provided by the jurisdiction.*

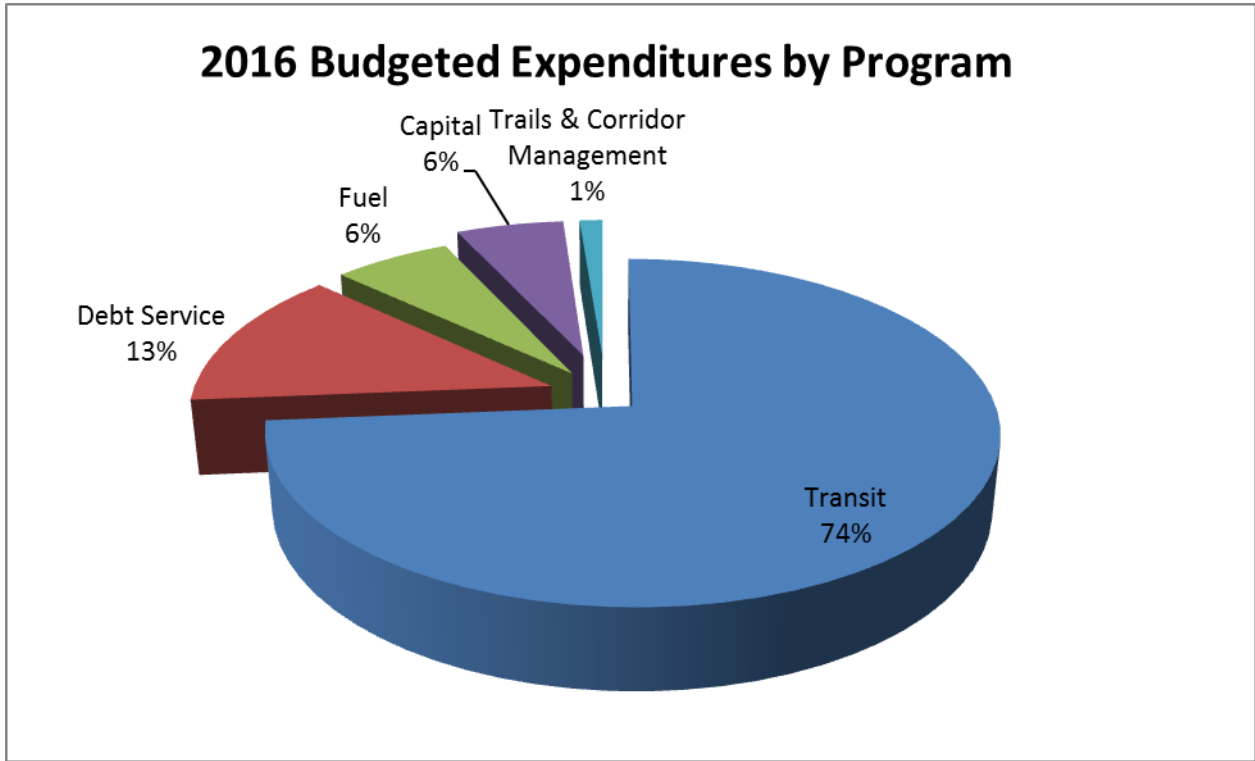
- Service contract revenues are for contracted transit services which are billed monthly based on allocated costs associated with miles and hours by route. The Authority has service contract agreements with the Aspen Skiing Company, the City of Aspen, the City of Glenwood Springs and Garfield County (Travelers Program);
  - The Authority estimated hours and miles by route for each service contract agreement and calculated costs in accordance with each service contract agreement.
  
- Operating revenues reflect transit fares collected primarily on regional routes traveling on Highway 82 and the I-70 Corridor as well as fares related to the Maroon Bells service;
  - 2% increase in transit fares as a result of anticipated increase in regional ridership. At this time, there is no upward fare adjustment planned for 2016.
  
- The Authority receives operating and capital grant revenues from the Federal Transit Administration and the Colorado Department of Transportation;
  - \$1,014,500 from the FTA Section 5311 operating grant (flat from 2015);
  - \$1.5 million of capital grants for various transit capital needs including New Castle PNR, West Glenwood PNR, and revenue vehicle for the Carbondale shuttle;
  - Staff will be seeking capital grant funds to help fund various capital needs. Funds will be appropriated after grants have been awarded.
  - Additional grant revenues may be added in the final budget presented in November.
  
- Local governmental contributions are received to primarily help fund transit programs;
  - Assumes that the Elected Officials Transportation Committee (EOTC) will continue to provide funding of approximately \$621,658 for the no-fare Aspen/Snowmass regional transit service. Staff is seeking review of the EOTC contribution amount.
  - Assumes that Garfield County's support for the Grand Hogback bus service will remain the same at \$650,000.
  - Assumes that the town of Rifle's support for the Grand Hogback bus service will remain the same at \$20,000.
  
- Other income primarily consists of employee housing rental revenue in the General Fund, vehicle registration fees in the Bus Stop/Park & Ride Special Revenue Fund, and credits from the Federal Government representing a reimbursement on a portion of the interest paid on the Series 2009B Build America Bonds and Series 2012A and 2013A Qualified Energy Conservation Bonds in the Debt Service Fund.
  - Assumes year-round employee housing rental revenue will remain the same.
  - Assumes vehicle registration fees will remain the same.
  - Assumes a 6.8% sequestration rate on refundable credits applicable to the Authority's Build America Bonds and the Qualified Energy Conservation Bonds. The sequestration rate is subject to change.



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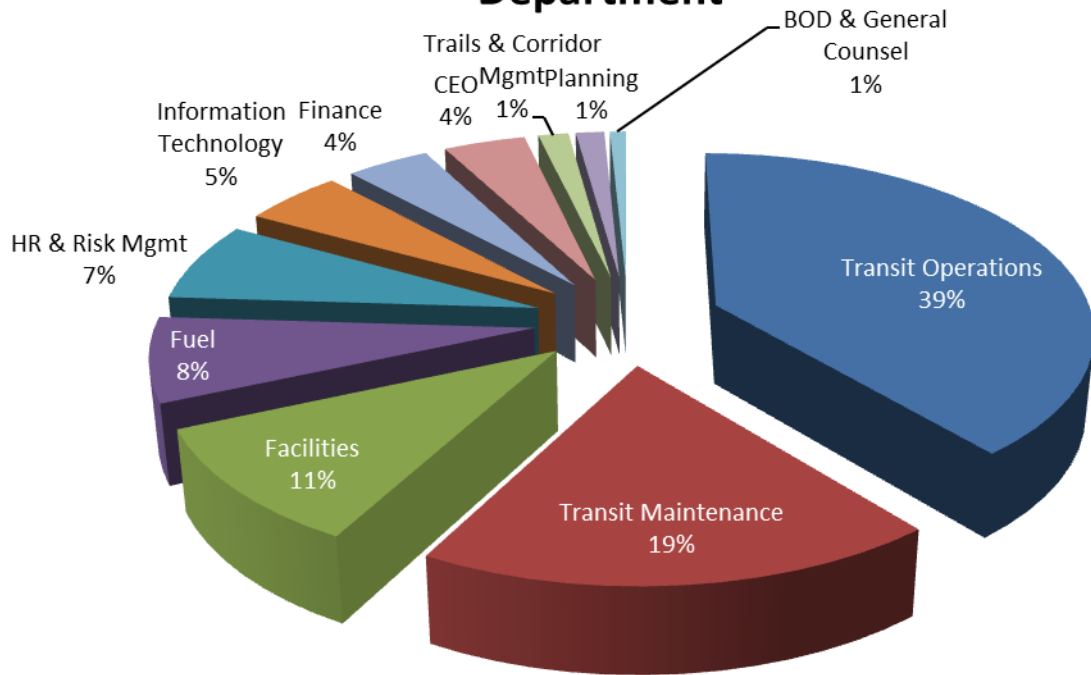


5. Expenditure by Program/Department & Assumptions



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## 2016 Budgeted Operating Expenditures by Department

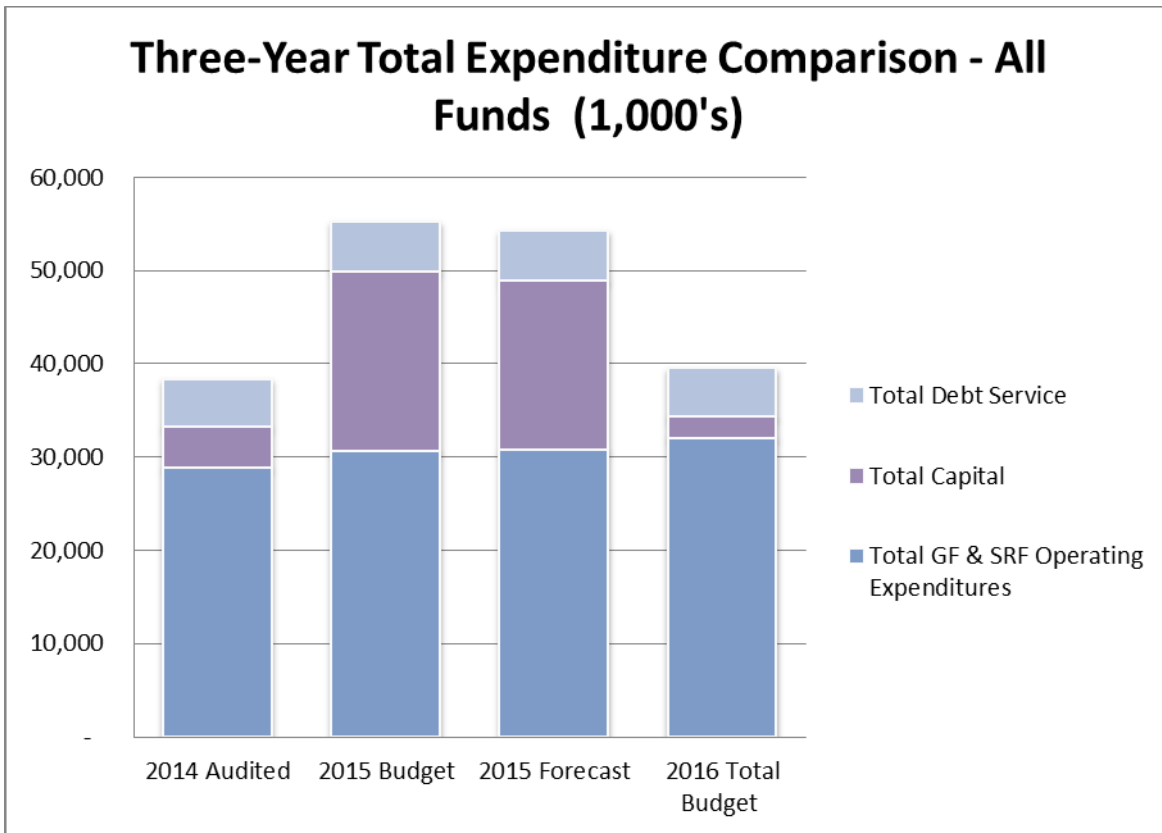


Department (1,000's)	General Fund	Service Contracts	Bus Stops/ PNR SRF	Mid Valley Trails SRF	2016 Total Budget	%
Fuel	\$ 1,690	\$ 723	\$ -	\$ -	\$ 2,413	8%
Transit Maintenance	\$ 4,231	\$ 1,825	\$ -	\$ -	\$ 6,056	19%
Transit Operations	\$ 8,240	\$ 4,231	\$ -	\$ -	\$ 12,470	39%
CEO	\$ 915	\$ 391	\$ -	\$ -	\$ 1,306	4%
Finance	\$ 928	\$ 397	\$ -	\$ -	\$ 1,324	4%
Planning	\$ 317	\$ 135	\$ -	\$ -	\$ 452	1%
HR & Risk Mgmt	\$ 1,587	\$ 679	\$ -	\$ -	\$ 2,266	7%
Information Technology	\$ 1,121	\$ 479	\$ -	\$ -	\$ 1,600	5%
Facilities	\$ 1,893	\$ 810	\$ 668	\$ -	\$ 3,370	11%
BOD & General Counsel	\$ 177	\$ 76	\$ -	\$ -	\$ 253	1%
Trails & Corridor Mgmt	\$ 436	\$ -	\$ -	\$ 44	\$ 480	1%
<b>Total</b>	<b>\$ 21,534</b>	<b>\$ 9,745</b>	<b>\$ 668</b>	<b>\$ 44</b>	<b>\$ 31,990</b>	<b>100%</b>

- Assumes merit increase of up to 3% effective at each employee's next performance review date.

Merit Increase Scenario	Merit Increase Analysis (1,000's)				Total
	General Fund	Bus Stop/PNR SRF	Service Contract SRF		
	1%	\$ 75 0.46%	\$- 0.00%	\$ 2 0.48%	
2%	\$ 151 0.92%	\$ 1 0.54%	\$ 4 0.96%	\$ 157 0.92%	
3%	\$ 226 1.37%	\$ 2 1.09%	\$ 6 1.44%	\$ 236 1.38%	
4%	\$ 301 1.83%	\$ 3 1.63%	\$ 9 2.15%	\$ 314 1.84%	

- The Authority received the Request for Funding Application Forms from three organizations:
  - \$25,000 from WE-cycle, a 501(c)(3) non-profit organization in Aspen to support night and weekend bike sharing operations;
  - \$25,000 from Garfield Clean Energy to support three key program areas and projects: (1) Energy Efficiency for Governments – for energy consulting services for RFTA, (2) Active Transportation – for helping to expand and promote multi-modal transportation, and (3) Alternative fuels – for building knowledge and demand for CNG and electric vehicles and fueling infrastructure..
  - \$4,000 from Northwest Colorado Council of Governments to help fund the match for their Section 5310 Mobility Management grant from CDOT.
  
- Approximately \$2.2 million of capital outlay has been included in the General Fund that includes New Castle PNR project, West Glenwood PNR project, revenue vehicle for the Carbondale shuttle, Basalt Pedestrian Underpass Contribution, engine and transmission rebuilds, and minor transit equipment. This may change as we develop the 2<sup>nd</sup> draft budget in October and finalize the budget in November because, depending upon resources available, there are a number of additional capital projects, equipment, and trail needs that should be funded if possible.
  
- Certain additional expenditures will be added into the budget through supplemental budget appropriation resolutions during the budget year when funding is available.

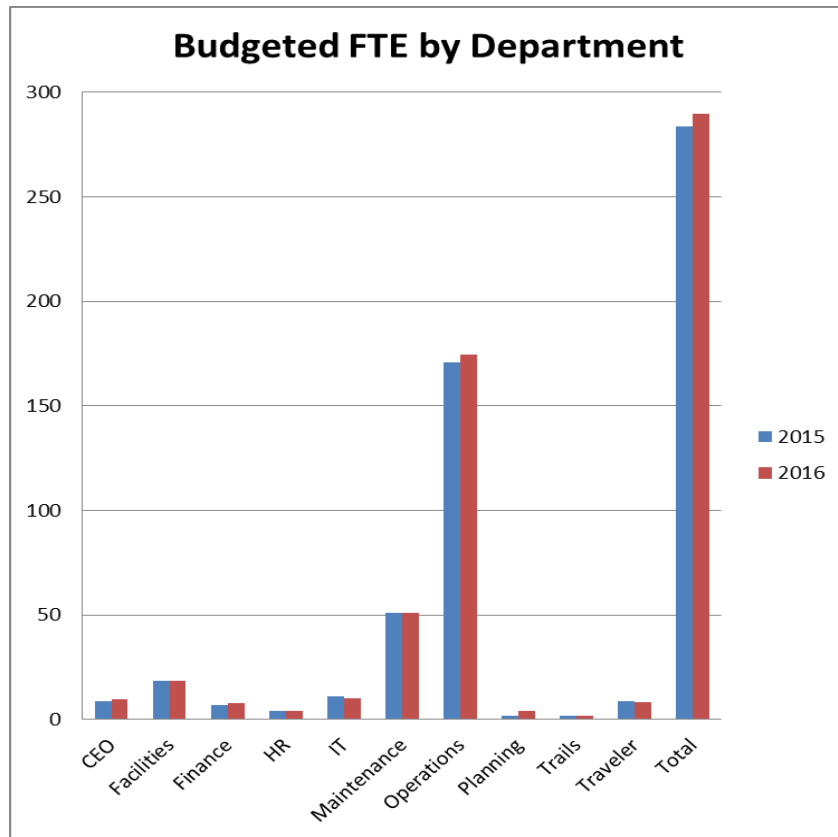


## **6. Other Financing Sources and Uses Assumptions**

- Approximately \$207,000 of current available resources will be transferred from the General Fund to the Bus Stops/Park and Ride Special Revenue Fund to fund the costs to operate and maintain the BRT stations & park and rides and other stops.
- RFTA will continue to contribute to the Traveler Program on behalf of its members located in Garfield County as reflected by the transfer of approximately \$137,000 of current available resources from the General Fund to the Service Contract Special Revenue Fund.
- In accordance with bond resolutions, approximately \$2.3 million of current available resources will be transferred from the General Fund to the Debt Service fund which will be used to fund current debt service payments on RFTA's outstanding bonds from 2009, 2012 and 2013.
- \$225,000 of current available resources will be transferred from the General Fund to the Capital Projects Fund to be used as local match for a \$900,000 CDOT/FTA Section 5311 capital grant designated for Phase IV of the AMF recommissioning project.

## 7. Staffing

- Assumes 289.8 full time equivalents compared to 283.7 budgeted in 2015:



## 8. Major Goals

Budget status of the 2016 major goals identified in the preliminary 2016 5-Year Strategic Plan document:

Items included in draft budget:

- Create and recruit Chief Financial and Administrative Officer
- Update CEO and Management Team Succession Plan
- Update Long-Term Capital Replacement Financing Plan
- Negotiate Collective Bargaining Agreement
- Provide on-going support for WE-Cycle
- Work with legislature to extend sunset on Transportation Authority Law to include property tax authority and Eminent Domain Power beyond 2019
- Complete New Castle Park & Ride construction (there is a chance that this could be delayed to 2017)

Items not reflected in draft budget:

- Develop Regional Integrated Transportation Plan (RITP)
- Purchase one bicycle kiosk for RFTA BRT station - may need to review feasibility study in the mid-valley area before budgeting for one kiosk
- Secure funding for Phase I (at minimum) of the GMF renovation and expansion project

## 9. Fund Balance & Operating Reserves

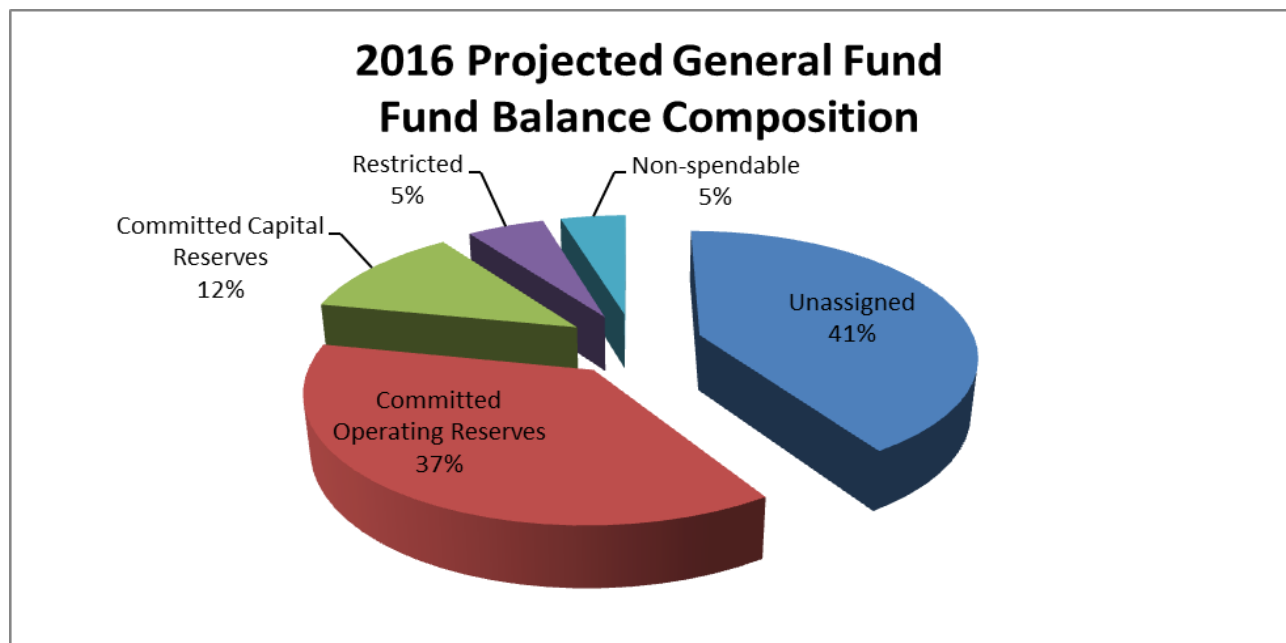
(1,000's)	General Fund	Service Contracts	Bus Stops/ PNR	Mid Valley Trails	Capital Projects Fund	Debt Service Fund	Total
<b>Beginning fund balance (budgeted)</b>	\$ 15,846	\$ -	\$ 80	\$ 116	\$ -	\$ 2,499	\$ 18,541
Revenues	\$ 29,686	\$ 9,608	\$ 461	\$ 50	\$ -	\$ 679	\$ 40,484
Expenditures	\$ (26,058)	\$ (9,745)	\$ (668)	\$ (44)	\$ -	\$ (2,947)	\$ (39,461)
Other financing source/(use)	\$ (2,837)	\$ 137	\$ 207	\$ -	\$ 225	\$ 2,268	\$ -
Change in net assets	\$ 791	\$ 0	\$ 0	\$ 6	\$ 225	\$ -	\$ 1,022
<b>Ending fund balance</b>	<b>\$ 16,637</b>	<b>\$ 0</b>	<b>\$ 80</b>	<b>\$ 122</b>	<b>\$ 225</b>	<b>\$ 2,499</b>	<b>\$ 19,563</b>

### Ending fund balance composition:

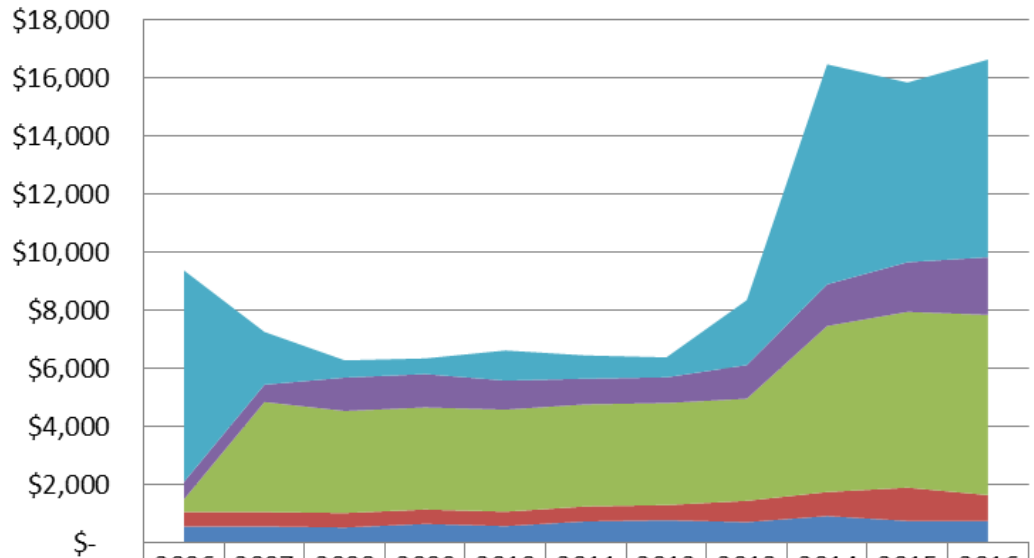
<b>Non-spendable fund balance</b>	\$ 750						\$ 750
<b>Restricted fund balance</b>	\$ 891		\$ 80	\$ 122	\$ 225	\$ 2,499	\$ 3,817
<b>Committed fund balance:</b>							
Operating reserves	\$ 6,206						\$ 6,206
Facilities capital reserves	\$ 775						\$ 775
Transit capital reserves	\$ 535						\$ 535
Trails capital reserves	\$ 675						\$ 675
<b>Unassigned fund balance</b>	\$ 6,806						\$ 6,806
<b>Ending fund balance</b>	<b>\$ 16,637</b>	<b>\$ -</b>	<b>\$ 80</b>	<b>\$ 122</b>	<b>\$ 225</b>	<b>\$ 2,499</b>	<b>\$ 19,563</b>

### Fund balance definition

**Fund balance** is the difference between assets and liabilities and is divided between Non-spendable and Spendable. **Non-spendable** fund balance includes amounts that cannot be spent either because it is not in spendable form or because of legal or contractual constraints. **Spendable** fund balance is comprised of Restricted, Committed and Unassigned fund balance. **Restricted** fund balance includes amounts that are constrained for specific purposes that are externally imposed by providers. **Committed** fund balance includes amounts that are constrained for specific purposes that are internally imposed by the Board. **Unassigned** fund balance includes residual amounts that have not been classified within the previously mentioned categories and is a measure of current available financial resources.

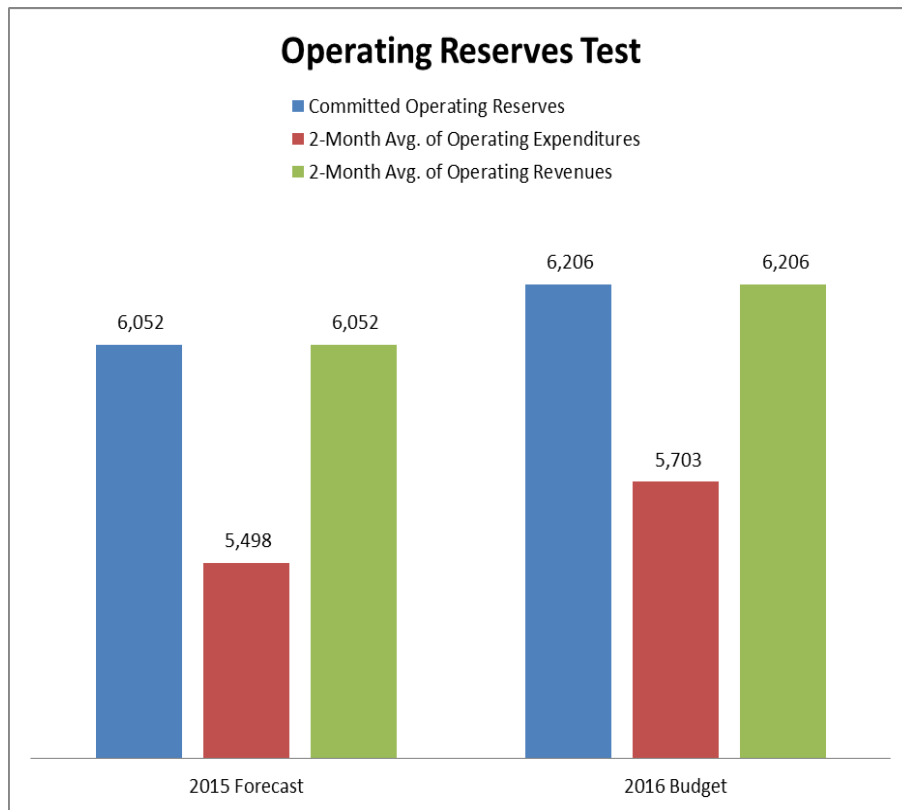


## General Fund's Fund Balance History (1,000's)



	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
■ Unassigned	\$7,278	\$1,816	\$593	\$537	\$1,037	\$798	\$688	\$2,237	\$7,572	\$6,186	\$6,806
■ Committed Capital Reserves	\$600	\$600	\$1,150	\$1,150	\$1,000	\$885	\$885	\$1,160	\$1,435	\$1,710	\$1,985
■ Committed Operating Reserves	\$444	\$3,788	\$3,513	\$3,513	\$3,513	\$3,513	\$3,513	\$3,513	\$5,717	\$6,052	\$6,206
■ Restricted	\$498	\$498	\$498	\$498	\$498	\$519	\$524	\$733	\$826	\$1,148	\$891
■ Non-spendable	\$556	\$559	\$526	\$649	\$573	\$734	\$775	\$711	\$921	\$750	\$750

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## **10. Background information**

### **Fund and Fund Structure**

The Authority Budget and Financial Statement are reported in accordance with generally accepted accounting principles on a modified accrual basis of accounting. All Funds are appropriated.

**The General Fund** reports operating activity for regional Valley, Grand Hogback and miscellaneous Transit, Trails and Administrative Support services. Additionally, most Capital and Debt Service activity are reported in the General Fund, unless resolution requires otherwise.

**The Service Contract Special Revenue Fund** reports revenue and operating activity for additional services based on contractual agreement. These services are extra services provided in certain areas within the overall Authority service area.

**Bus Stop and Park n Ride Special Revenue Fund** reports vehicle registration fee revenue and bus stops and park n ride expenditure activity as required by State rural transit authority enabling legislation. Additionally, by resolution, Garfield County has dedicated certain development fees to construct bus stops and park n ride improvements in unincorporated Garfield County.

**Mid Valley Trails Special Revenue Fund** reports activity for certain trails activities within Eagle County. As a condition of becoming a member of the Authority, Eagle County dedicated an existing ½ cent sales tax to the Authority. Part of the sales tax was dedicated to trails. In June of 2002 the Authority by resolution adopted the Eagle County Mid Valley Trails Committee. The Committee administers all aspects of appropriating the funds and the Authority provides accounting of the funds and other services as requested by the Committee.



**Capital Projects Fund:**

**Very Small Starts BRT Capital Projects Fund** reports all expenditure activity related to the Bus Rapid Transit Project for assets and infrastructure using federal awards from the Very Small Starts grant.

**AMF Capital Projects Fund** reports expenditure activity related to the Aspen Maintenance Facility Re-commissioning Project for assets and infrastructure.

**Series 2013A Capital Projects Fund** reports expenditure activity related to the various transit capital projects, which may include the Rubey Park Transit Center Renovations, Carbondale Park and Ride Expansion, and a portion of Phase III of the AMF Re-commissioning Project.

**Debt Service Fund:**

**The Series 2009A Debt Service Fund** reports all principal and interest expenditures for the \$6.5 million bond issuance and interest earned as required by resolution. This is a tax-exempt issuance.

**The Series 2009B Debt Service Fund** reports all principal and interest expenditures for the \$21 million bond issuance and interest earned as required by resolution. This offering used a U.S. Government Program called Build America Bonds that allow Federal reimbursement of 35% of the interest paid.

**The Series 2012A Debt Service Fund** reports all principal and interest expenditures for the \$6.65 million Qualified Energy Conservation Bonds issuance (QECB) and interest earned as required by resolution. The QECBs allow a Federal reimbursement for 70% of the Qualified Tax Credit Rate of the interest paid.

**The Series 2013A Debt Service Fund** reports all principal and interest expenditures for the \$2 million bond issuance and interest earned as required by resolution. This is a tax-exempt issuance.

**The Series 2013B Debt Service Fund** reports all principal and interest expenditures for the \$1.3 million QECB issuance and interest earned as required by resolution. The QECBs allow a Federal reimbursement for 70% of the Qualified Tax Credit Rate of the interest paid.

**Reserve Fund** reports all activity related to the required reserves for the Series 2009, Series 2012, and Series 2013 Bonds and interest earned as required by resolution.

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

<b>Meeting Date:</b>	September 10, 2015
<b>Agenda Item:</b>	Planned Continuation of Carbondale Circulator Service
<b>Policy #</b>	<b>2.4.5: Financial Planning and Budgeting</b>
<b>Strategic Goal</b>	CEO: Decision on Continuation of Carbondale Circulator by September 2015
<b>Presented By:</b>	Dan Blankenship, CEO
<b>Recommendation:</b>	Continue Carbondale Circulator Service indefinitely
<b>Core Issues:</b>	<ol style="list-style-type: none"> <li>1. The Carbondale Circulator Service (CCS) has been operating since mid-December 2013. The operation of the CCS has been approved in 2013 and again in 2014.</li> <li>2. Ridership on the CCS is forecasted to reach approximately 180,000 passengers in 2015, which will make it the second most productive service RFTA provides using a single vehicle. The 1<sup>st</sup> most productive single-vehicle route is the Hunter Creek in Aspen.</li> <li>3. Based upon the goals of the 2000 RFTA formation IGA, RFTA transit service on Highway 133 and through the core of Carbondale should be considered regional trunkline service, just as the services on Highway 82 and along Brush Creek Road to Snowmass Village are.</li> <li>4. The CCS, which provides 66 trips per day to/from the commercial core and the BRT station (except weekends in the off-seasons), is replacing 91 bus trips that served the commercial core of Carbondale prior to implementation of VelociRFTA BRT. However, the 15-minute frequency of the CCS makes it more more convenient for passengers transferring to/from BRT and local buses at the BRT station, while significantly reducing bus impacts on the downtown area. The CCS also makes RFTA’s regional services more convenient for passengers traveling to/from Glenwood Springs, who are not bound for Carbondale.</li> <li>5. Staff believes that the CCS has proven itself to be a highly effective means of improving the efficiency and effectiveness of RFTA regional services and, going forward, that it should be assumed as part of RFTA’s regional services.</li> <li>6. Unless the Board directs otherwise, staff plans to continue the CCS indefinitely. Otherwise a decision on the discontinuation of the CCS service would be needed in September because time would be needed for a major redesign of regional services prior to the winter season, which begins in mid-December. Given the magnitude of the change, staff advises the Board to continue the CCS.</li> </ol>
<b>Background Info:</b>	See below.
<b>Policy Implications:</b>	Board Job Products Policy 2.4.5 states, “The Board will approve RFTA’s annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy).”
<b>Fiscal Implications:</b>	Staff is working up an estimate of the incremental cost difference of operating the CCS versus all of the bus service to and through the Carbondale commercial core that it eliminates. The estimate will be available at the Board meeting.
<b>Attachments:</b>	See Background and Rational for Implementation of the Carbondale Circulator Service (CCS, below.

**Background and Rationale for Implementation of the Carbondale Circulator Service (CCS)**

1. In the September 12, 2000, Roaring Fork Transportation Authority Intergovernmental Agreement (IGA), Appendix C listed as Regional Transit Service Goal number 3, that trunk service on the Highway 133 corridor would be provided to existing locations. Existing locations at that time included one stop at the Cowen Center and two stops on Main Street in downtown Carbondale.
2. To help the public understand the rationale behind the implementation of the CCS, it might be helpful to compare the Express and Snowmass Direct services provided to downtown Carbondale before and after the implementation of *Velocity*RFTA BRT. Also, as part of this comparison, it might be helpful to understand the impact of BRT service on downtown Glenwood Springs after the implementation of *Velocity*RFTA BRT.
3. The charts below reflect that Express and Snowmass Direct service provided to downtown Carbondale declined from 27 combined up valley and down valley bus trips per, day before BRT implementation, to 4 Express trips after BRT implementation. Of these 4 remaining trips, staff recommended this year, and the Board approved, the elimination of 2 down valley afternoon trips, the routes of which are being truncated at the Carbondale park & ride; leaving only leave 2 morning Express trips that still originate in downtown Carbondale.
4. Prior to BRT implementation, there were 14 combined up valley and down valley Express bus trips serving downtown Glenwood Springs. One reason the number of Carbondale Express and Snowmass Direct trips was 13 higher than number of Express trips serving Glenwood Spring, is that no Snowmass Direct service originated in Glenwood Springs. This accounts for 9 trips of the difference. Also, some Express bus trips originated or terminated in Carbondale, but some of the bus trips originating or terminating in Glenwood Springs also served Carbondale. Post-BRT; however, Glenwood Springs has seen a reduction in 12 up/down valley Express buses, but an increase in 58 up/down valley BRT buses serving downtown Glenwood Springs. This is a net increase of 46 BRT/Express bus trips for Glenwood Springs serving downtown after BRT implementation, whereas Carbondale experienced an Express/Snowmass Direct bus decrease of 23 trips, or 25 trips beginning spring 2015.

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

5.

6. The CCS makes approximately 66 round-trips between downtown Carbondale and the Carbondale park & ride lot each day. The CCS is replacing the Local bus service serving downtown Carbondale from 5:00 a.m. until 9:30 p.m., which normally would have made 2 up valley and 2 down valley trips per hour, or a total of approximately 66 Local bus trips traveling through the commercial core each day during that time frame. It is important to understand, though, that the up valley and down valley Local buses arrived at Carbondale within a few minutes of each other two times per hour, whereas the CCS provides service

to/from the commercial core and the BRT station every 15 minutes, thereby providing a higher level of frequency and convenience for people wanting to transfer/to from BRT and Local buses at the BRT station. Also, as mentioned above, the CCS is also replacing 25 up/down valley Express and Snowmass Direct buses that used to operate through the commercial core. The total number of Express/Down Valley Snowmass Direct, and Local bus trips currently replaced by the CCS, therefore, is approximately 91.

7. Staff believes that operating 66 round-trips through Carbondale's commercial core with the CCS, and providing higher frequency to the BRT station in the process, is more efficient than operating 91 bus trips through the commercial core. It is important to understand that BRT replaced nearly all of RFTA's Express service and a significant amount of its Snowmass Direct service. To have operated these services as well as BRT would have been highly duplicative and unnecessarily expensive. The reduction or elimination of these services resulted in significant savings for RFTA that was reinvested in BRT service.
8. In the case of Glenwood Springs, BRT resulted in a net increase in service to and through its downtown. However, in the case of Carbondale, BRT resulted in a significant decrease in service to its downtown. For this reason, staff believes that it would not have been equitable to Carbondale transit users for RFTA to make these reductions without offering an alternative. The CCS is a win/win/win because it reduces bus impacts on Carbondale's downtown, it increases the frequency of service between downtown and the Carbondale park & ride facility where access to up and down valley transit services is abundant, and it helps to reduce the travel times of passengers traveling to/from Glenwood Springs who are not bound for Carbondale.
9. In 2014, its first full year of operation, the CCS transported 154,818 passengers. In 2015, the CCS is on a pace to transport nearly 180,000 passengers. This is an indication that the CCS is working well as a replacement of the services previously provided, which are enumerated above. Early in 2016, staff plans to acquire a smaller 20+ passenger van, primarily using grant funds, which will be quieter, more fuel-efficient, and more appropriately sized for this service.

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

<b>Meeting Date:</b>	September 10, 2015
<b>Agenda Item:</b>	FYI – Corridor Access Control Plan (ACP) “Draft” Update
<b>Policy #:</b>	<b>1.1: The Rio Grande Corridor is Appropriately Protected and Utilized</b>
<b>Strategic Goal:</b>	Complete Corridor Access Control Policy
<b>Presented By:</b>	Angela Henderson, Assistant Director, Project Management & Facilities Operations.
<b>Recommendation:</b>	This in an update regarding the process for updating the draft Access Control Plan and the <i>newly developed</i> 2014 RFTA Railroad Corridor Design Guidelines & Standards
<b>Core Issues:</b>	<ol style="list-style-type: none"> <li>1. The ACP Work Group has made significant progress with recommended revisions of the proposed ACP Update. The final section of the ACP was reviewed by the Work Group on September 3<sup>rd</sup>. Currently, staff anticipates distributing a clean version of the revised draft ACP to the members of the ACP Work Group on September 15<sup>th</sup>. This will allow the Work Group a final opportunity to review the proposed revisions and provide any final comments on the document before Wednesday, September 23<sup>rd</sup>.</li> <li>2. Staff will then review the final comments received from the ACP Work Group and send the revised Draft ACP and Design Guidelines out to the Rail Attorneys and Rail engineers for review and concurrence. Subsequently, staff will forward the revised draft ACP and DG to each of RFTA’s member jurisdictions, Garfield County, and CDOT for a 30-day review period beginning October 1<sup>st</sup> October 31<sup>st</sup>. Concurrently, the updated versions of the ACP &amp; DG will be posted on the RFTA website for 30 days to allow the general public to review and comment on the updates.</li> <li>3. Staff plans to bring the ACP and DG to the RFTA Board for a first reading at the November 12th meeting, followed by a second reading and adoption on January 14, 2016. <b><i>The attached timeline has been updated to reflect the updated dates.</i></b></li> </ol>
<b>Background Info:</b>	See Core Issues.
<b>Policy Implications:</b>	Board End Statement 1.1 says, “The Rio Grande Corridor is Appropriately Protected and Utilized.
<b>Fiscal Implications:</b>	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. It is likely that additional funds will need to be appropriated for this project in 2015 given the extensiveness of the public involvement process.
<b>Attachments:</b>	The ACP Review and Adoption Timeline (Updated) is attached on the next page.

<b>Draft Access Control Plan (ACP) &amp; Draft Design Guidelines (DG) TIMELINE</b>	<b>Start Date</b>	<b>End Date</b>
Draft Access Control Plan & Design Guidelines (ACP & DG) to RFTA Board and Jurisdictions	1/2/2015	1/2/2015
Update to the RFTA Board - Engineers will be in Attendance at this Meeting	1/8/2015	1/8/2015
ACP & DG Available for Public Comments on <a href="http://www.rfta.com">www.rfta.com</a>	1/9/2015	5/9/2015
Compilation of ALL Comments, Public, Board and Jurisdictional comments	5/11/2015	5/15/2015
ACP Work Group Meeting	5/11/2015	As Needed
ALL comments, Public, Board and Jurisdictional to RFTA Attorneys and Engineers	6/8/2015	6/12/2015
RFTA Staff, Attorneys and Engineers review ALL comments, Public, Board and Jurisdictional and develop initial responses	6/15/2015	7/10/2015
ACP Work Group Meeting to review and discuss initial responses to public comments and incorporation into the Draft ACP - Will attempt to schedule two separate meetings to work through all of the initial responses	6/22/2015	9/23/2015
TOC Staff, COGS Staff and RFTA staff to convene a meeting to discuss options for managing/maintaining the Railroad Corridor that will protect the Corridor in perpetuity. Some of the ideas are to review existing policies for other "Railbanked" Corridors, discussing our ACP with the STB for direction, taking proposed projects (8th St., Southbridge, 14th St., Industry Way, etc. to the STB for a "declaratory Order"	7/1/2015	as needed
<b><i>This is where we are in the ACP/DG Process</i></b> Incorporation of ALL comments, Public, Board and Jurisdictional (this will be an ongoing process as the ACP Team works together to find consensus on the responses) into the ACP & DG as needed.	7/3/2015	9/15/2015
ACP & DG Update for RFTA Board	9/10/2015	9/10/2015
Final ACP Work Group review of revised draft ACP & DG	9/15/2015	9/23/2015
Final Attorney and rail Engineer review of revised draft ACP & DG	9/15/2015	9/25/2015
ACP & DG distributed to RFTA member jurisdictions, Garfield County and CDOT for a 30 day review period	10/1/2015	10/31/2015
ACP & DG out for a 30 day public comment review period on the RFTA website at <a href="http://www.rfta.com/traildocs.html">http://www.rfta.com/traildocs.html</a>	10/1/2015	10/31/2015
Presentation and 1st reading of the final ACP & DG to the RFTA Board of Director's	11/12/2015	11/12/2015
Presentation and 2nd reading of ACP & DG to RFTA Board of Director's for vote	1/14/2016	1/14/2016

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

<b>Meeting Date:</b>	September 10, 2015
<b>Agenda Item:</b>	Rail Corridor License Request for ACES Rock Bottom Ranch Soft Trail Connections to the Rio Grande Trail
<b>Policy #:</b>	<b>1.1: The Rio Grande Corridor is Appropriately Protected and Utilized</b>
<b>Strategic Goal:</b>	Complete the Rio Grande Corridor Comprehensive Plan, and continue to manage the rail corridor in a professional manner that preserves its Rail Banked status and the ability to construct and operate a future mass transit system.
<b>Presented By:</b>	Angela Henderson, Assistant Director, Project Management & Facilities Ops. Chris Lane, Director of the Aspen Center for Environmental Studies (ACES)
<b>Recommendation</b>	Approve License as requested.
<b>Core Issues:</b>	<ol style="list-style-type: none"> <li>1. The Aspen Center for Environmental Studies (ACES) is requesting a license to connect a looped 9' wide soft surface trail through the ranch and connect to the Rio Grande Trail in two locations.</li> <li>2. One connection was approved at the August 13<sup>th</sup> RFTA Board meeting.</li> <li>3. Aces Director, Chris Lane and staff were asked to provide some additional information related to the soft surface connections in each proposed location. The Director and staff will be providing the information requested by the RFTA Board and will request reconsideration for the 2<sup>nd</sup> soft surface connection to the Rio Grande Trail.</li> <li>4. If the Board desires, Mr. Lane will make a brief PowerPoint presentation that attempts to address the concerns expressed by the RFTA Board at the August 13<sup>th</sup> meeting. The presentation should provide a better visual representation of the two soft surface trail connections.</li> <li>5. This 9-foot wide, ADA compliant, decomposed asphalt pedestrian/bikeway byway (~1,941 linear feet) will provide safe and easy access to Rock Bottom Ranch's educational, recreational, and natural features from the pedestrian/bike Rio Grande Trail and provide</li> </ol>
<b>Background Info:</b>	<ul style="list-style-type: none"> <li>• The Aspen Center for Environmental Studies (ACES) is requesting a license to connect a looped trail through the ranch to the Rio Grande Trail.</li> <li>• The Rock Bottom Ranch Eco-Ed Trail System, as it is known, will be an interdisciplinary outdoor learning environment combining elements of environmental science, recreation, sustainable agriculture, conservation, and wild lands preservation. Rock Bottom Ranch already provides existing amenities including educational farmyards, a covered open-aired barn, gardens, pasturelands and year-around educational programming for kids and adults.</li> <li>• The Eco-Ed Trail system will provide a trail system for visitors to access the ranch on their own from the Rio Grande Trail, allowing for unstructured play and access to educational areas of the ranch that are currently not reachable for the general public. It would also provide outdoor teaching space (Eco-Ed Stations) for school groups, a gathering area for adults and children, a youth natural play-scape, and restoration of a ditch wetland area to an ecologically sound riparian habitat attractive to wildlife.</li> </ul>

	<ul style="list-style-type: none"> <li>• This soft trail system would be licensed with a 30-day revocation clause and the trail connection could be easily removed in the event rail is returned to the corridor, therefore, should not have an impact on the “railbanked” status of the Railroad Corridor.</li> <li>• Meets the intent of the RFTA Recreational Trails Plan and the Pitkin County May 2015 Rio Grande Trail Management plan</li> <li>• Provides another <b>public</b> connection opportunity to the <b>publicly</b> held Rio Grande Trail.</li> </ul>
<b>Policy Implications:</b>	<ul style="list-style-type: none"> <li>• Staff believes that this request does not conflict with the policies set forth in the proposed Access Control Plan Update or with Great Outdoors Colorado grant requirements.</li> <li>• RFTA’s <i>current</i> policy regarding Rio Grande Trail access is outlined in the 2005 Recreational Trails Plan and reads as follows: <ul style="list-style-type: none"> <li>✓ Provide for convenient, direct access and use by residents and visitors. Identify trail access points considering proximity to residential, educational and employment centers. The trail will provide off-street connections between communities, towns, commercial employment centers and to other resources throughout the valley.</li> <li>✓ Identify connections to existing and proposed trails, recreation areas, population and activity centers, roads, the river and public lands. Specifically, provide direct links to the Glenwood Springs River Trail, the Basalt-Old Snowmass Trail, the Rio Grande Trail and local trails in Carbondale and Basalt. Trail connections provide indirect access to the Glenwood Canyon Trail, the Christine State Wildlife Area, Pitkin County trails, BLM and USFS lands.</li> <li>✓ Trail system shall emphasize regional recreational concept and commuter functions.</li> <li>✓ Identify or develop off-street access to schools for student commuting and environmental education.</li> </ul> </li> <li>• This suggested use also conforms to the Pitkin County definition for trails use as called out in the “Rio Grande Trail Management Plan” recently updated in May of 2015 by Pitkin County Open Space and Trails and vetted with the RFTA Board of Directors at the March 2015 RFTA Board of Director’s meeting: The <i>Pitkin County Home Rule Charter</i> provision authorizing the Open Space and Trails Program defines trails as follows:  <i>“Trails” shall be defined as non-motorized access ways meeting one or more of the following criteria: preserving historic routes of ingress and egress to public lands and waterways; providing access to and from recreational or urban destinations; providing transportation or recreational opportunities throughout the Roaring Fork Watershed.”</i></li> </ul>
<b>Fiscal Implications:</b>	There are no fiscal implications for RFTA. All of the improvements for the trail system will be funded through ACES and a GOCO grant received for the project.
<b>Attachments:</b>	The following documents can be found in the September 2015 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the Board Agenda packet: 2015-09-10 ACES Memo to RFTA re - Connections.pdf 2015-09-10 - ACES RBR PP Presentation.pdf Attachment 1.pdf (A site map)



**RFTA BOARD OF DIRECTORS MEETING  
 “BOARD GOVERNANCE PROCESS” AGENDA ITEM SUMMARY # 8. A.**

<b>Meeting Date:</b>	September 10, 2015
<b>Agenda Item:</b>	CEO Performance Review
<b>Policy #</b>	3.2.3: Board-Management Delegation: Accountability of the CEO/CEO Performance
<b>Strategic Goal</b>	N/A
<b>Presented By:</b>	Dan Blankenship CEO
<b>Recommendation:</b>	Appoint a Board Subcommittee to develop the process and timeline for reviewing CEO Performance
<b>Core Issues:</b>	<p>1. Article 6 of the CEO's current Employment Agreement states:</p> <p style="padding-left: 40px;"><b>Performance Review:</b> The Board may review and evaluate the performance of the Employee at least annually, typically in the month of September so that Employee's salary may be set for the ensuing year. The Board may use any method it desires to evaluate the Employee's performance.</p> <p>2. Article 4 of the CEO's current Employment Agreement states:</p> <p style="padding-left: 40px;"><b>Compensation and Benefits.</b> RFTA shall pay Employee \$145,000 per year, effective January 1, 2014, with a review of salary annually beginning September 2014. In addition to any merit increases the Board may award during the Term of this Agreement, the Employee shall receive an automatic two and one-half percent (2.5%) increase in annual salary effective on January 1, 2015, January 1, 2016, and on January 1<sup>st</sup> of any additional year that the Board elects to exercise its option to extend this Agreement pursuant to paragraph 2, above. Employee shall receive the same benefits package as other year-round RFTA employees with similar years of service. The Board agrees to pay for Employee's dues and subscriptions, general expenses, and professional development in an amount that is approved in the annual budget, within the Board's sole discretion.</p>
<b>Background Info:</b>	N/A
<b>Policy Implications:</b>	See Core Issues.
<b>Fiscal Implications:</b>	The CEO received a 2.5% salary increase on January 1, 2015 and his current salary is \$148,616. Per the CEO's current Employment Agreement his salary is scheduled to increase automatically by 2.5% on January 1, 2016. Accordingly the CEO's salary is anticipated to increase to \$152,331.
<b>Attachments:</b>	None.

**RFTA BOARD OF DIRECTORS MEETING  
 "INFORMATION/UPDATES" AGENDA SUMMARY ITEM # 9. A.**

**CEO REPORT**

**TO:** RFTA Board of Directors  
**FROM:** Dan Blankenship, CEO  
**DATE:** September 10, 2015

**Alternative Means of Engaging the Public in RFTA Board Meetings:** Staff continues to perform due diligence on systems that would enable RFTA Board meetings to be recorded and posted on the RFTA website or aired on Public Broadcasting channels for viewing by the public. It is anticipated that a Request for Proposals (RFP) will be advertised in the near future so that firm pricing of the systems can be obtained and presented to the RFTA Board for consideration during the 2016 Budget process.

**Garfield Clean Energy (GCE) Membership:** RFTA is member of GCE and, as such, is entitled to appoint one regular member and one alternate member to the GCE Board of Directors. Previously, Ted Edmonds, former City Councilman from Glenwood Springs, was appointed to be RFTA's regular member on the GCE Board; however, Mr. Edmonds stepped down prior to the end of his term on the Glenwood Springs' City Council. Since that time, Jason White, Assistant Planner for RFTA, has been serving as RFTA's regular member on the GCE Board. As we head into 2016, staff is interested in knowing whether the RFTA Board wishes to appoint someone from the RFTA Board to become the regular GCE member and, if so, Mr. White can serve as the alternate member once again.

**July 2015 Year-to-Date Ridership Report**

<b>Roaring Fork Transportation Authority System-Wide Ridership Comparison Report</b>				
	<b>Jul-14</b>	<b>Jul-15</b>	<b>#</b>	<b>%</b>
<b>Service</b>	<b>YTD</b>	<b>YTD</b>	<b>Variance</b>	<b>Variance</b>
City of Aspen	728,952	672,027	(56,925)	-7.81%
RF Valley Commuter	1,643,311	1,696,515	53,204	3.24%
Grand Hogback	49,317	51,370	2,053	4.16%
Aspen Skiing Company	449,187	441,194	(7,993)	-1.78%
Ride Glenwood Springs	125,604	118,258	(7,346)	-5.85%
X-games/Charter	15,745	23,165	7,420	47.13%
Senior Van	2,448	2,345	(103)	-4.21%
MAA Burlingame	30,681	17,640	(13,041)	-42.51%
Maroon Bells	54,132	62,592	8,460	15.63%
<b>Total</b>	<b>3,099,377</b>	<b>3,085,106</b>	<b>(14,271)</b>	<b>-0.46%</b>
<b>Subset of Roaring Fork Valley Commuter Service with BRT in 2015</b>				
	<b>YTD July 2014</b>	<b>YTD July 2015</b>	<b>Dif +/-</b>	<b>% Dif +/-</b>
Highway 82 Corridor Local/Express	640,567	664,493	23,926	4%
BRT	500,498	513,253	12,755	3%
<b>Total</b>	<b>1,141,065</b>	<b>1,177,746</b>	<b>36,681</b>	<b>3%</b>

2015 Budget Year				
General Fund				
	July YTD			
	Actual	Budget	% Var.	Annual Budget
<b>Revenues</b>				
Sales tax (1)	\$ 8,956,236	\$ 8,134,517	10.1%	\$ 18,934,000
Grants	\$ 1,666,317	\$ 1,642,835	1.4%	\$ 7,005,046
Fares (2)	\$ 2,465,682	\$ 2,696,912	-8.6%	\$ 4,668,000
Other govt contributions	\$ 1,586,456	\$ 1,586,456	0.0%	\$ 7,258,752
Other income	\$ 265,668	\$ 261,813	1.5%	\$ 413,000
<b>Total Revenues</b>	<b>\$ 14,940,359</b>	<b>\$ 14,322,534</b>	<b>4.3%</b>	<b>\$ 38,278,798</b>
<b>Expenditures</b>				
Fuel (3)	\$ 1,182,052	\$ 1,305,626	-9.5%	\$ 1,957,723
Transit	\$ 11,021,574	\$ 10,968,407	0.5%	\$ 18,265,220
Trails & Corridor Mgmt	\$ 147,304	\$ 133,233	10.6%	\$ 398,960
Capital	\$ 3,474,298	\$ 3,461,392	0.4%	\$ 14,681,988
Debt service	\$ 915,693	\$ 915,691	0.0%	\$ 2,339,409
<b>Total Expenditures</b>	<b>\$ 16,740,921</b>	<b>\$ 16,784,350</b>	<b>-0.3%</b>	<b>\$ 37,643,300</b>
<b>Other Financing Sources/Uses</b>				
Other financing sources	\$ 1,417,651	\$ 1,417,651	0.0%	\$ 1,453,285
Other financing uses	\$ (1,378,566)	\$ (1,378,566)	0.0%	\$ (2,713,032)
<b>Total Other Financing Sources/Uses</b>	<b>\$ 39,085</b>	<b>\$ 39,085</b>	<b>0.0%</b>	<b>\$ (1,259,747)</b>
<b>Change in Fund Balance (4)</b>	<b>\$ (1,761,476)</b>	<b>\$ (2,422,731)</b>	<b>27.3%</b>	<b>\$ (624,249)</b>

(1) Sales tax is budgeted and received two months in arrears (i.e. May revenues are received in July). Through May, all member jurisdictions are tracking at or above budget.

(2) Through July, fare revenue is down approx. 6% compared to the prior year. This decrease is being monitored and appears to be attributable to the timing of bulk pass orders by outlets and businesses and the increased popularity of the \$5 stored value card transit pass. The chart below provides a July YTD 2014/2015 comparison of actual fare revenues and ridership on RFTA fare services:

Fare Revenue:	July 14 YTD	July 15 YTD	Increase/ (Decrease)	% Change
Regional Fares	\$ 2,424,435	\$ 2,278,519	\$ (145,916)	-6%
Other Service/Maroon Bells	\$ 168,406	\$ 173,079	\$ 4,673	3%
Advertising	\$ 20,190	\$ 14,084	\$ (6,106)	-30%
<b>Total Fare Revenue</b>	<b>\$ 2,613,031</b>	<b>\$ 2,465,682</b>	<b>\$ (147,349)</b>	<b>-6%</b>
Ridership on RFTA Fare Services:	July 14 YTD	July 15 YTD	Increase/ (Decrease)	% Change
Highway 82 (Local & Express)	640,567	664,493	23,926	4%
BRT	500,498	513,253	12,755	3%
SM-DV	53,916	46,948	(6,968)	-13%
Maroon Bells	54,132	62,592	8,460	16%
Grand Hogback	49,317	51,370	2,053	4%
<b>Total Ridership on RFTA Fare Services</b>	<b>1,298,430</b>	<b>1,338,656</b>	<b>40,226</b>	<b>3%</b>
Avg. Fare/Ride	\$ 1.95	\$ 1.79	\$ (0.16)	-8%
Avg. Fare/Ride MB	\$ 3.11	\$ 2.77	\$ (0.35)	-11%

(3) Fuel appears to be under budget thus far and staff will continue to monitor this situation.

(4) Over the course of the year, there are times when RFTA operates in a deficit; however at this time, we are projecting that we will end the year within the budgeted deficit. Please note that the Board's approval of Resolution 2015-03 included a bus replacement purchase which will use approx. \$227,000 of insurance recoveries currently residing in fund balance to fund a portion of the purchase and Resolution 2015-09 includes a one-time cash purchase portion of the CEC solar array investment for approx. \$196,000

RFTA System-Wide Transit Service Mileage and Hours Report								
Transit Service	Mileage July 2015 YTD				Hours July 2015 YTD			
	Actual	Budget	Variance	% Var.	Actual	Budget	Variance	% Var.
RF Valley Commuter	2,357,984	2,311,449	46,535	2.0%	105,280	105,177	103	0.1%
City of Aspen	300,387	307,792	(7,405)	-2.4%	33,496	33,621	(125)	-0.4%
Aspen Skiing Company	204,679	211,094	(6,415)	-3.0%	14,297	14,154	143	1.0%
Ride Glenwood Springs	72,436	69,615	2,821	4.1%	5,672	5,651	21	0.4%
Grand Hogback	126,795	127,086	(291)	-0.2%	4,817	4,912	(95)	-1.9%
MAA/Burlingame	14,585	18,373	(3,788)	-20.6%	1,066	1,261	(195)	-15.5%
Maroon Bells	25,344	22,377	2,967	13.3%	2,113	1,930	183	9.5%
Specials/Charter	3,825	4,618	(793)	-17.2%	600	529	71	13.4%
Senior Van	11,045	11,854	(809)	-6.8%	1,090	1,080	10	0.9%
<b>Total</b>	<b>3,117,080</b>	<b>3,084,258</b>	<b>32,822</b>	<b>1.1%</b>	<b>168,431</b>	<b>168,315</b>	<b>116</b>	<b>0.1%</b>

### 2016 RFTA Annual Budget – Schedule

2016 Annual Budget Schedule		
Date	Activity	Status
8/13/2015	Discussion/Direction/Action: Preliminary planning initiatives, assumptions and issues.	<i>Completed</i>
9/10/2015	Presentation/Direction/Action: 1 <sup>st</sup> draft budget presentation	<i>On schedule</i>
10/8/2015	Presentation/Direction/Action: 2 <sup>nd</sup> draft budget presentation	<i>On schedule</i>
11/12/2015	Public Hearing: Final budget presentation and adoption	<i>On schedule</i>

#### Planning Department Update – David Johnson, Director of Planning

The “9-10-2015 Planning Department Update.pdf” can be found in the September 2015 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the Board Agenda packet.

#### Facilities & Trails Update – Mike Hermes, Director of Facilities & Trails

Facilities and Bus Stop Maintenance September 10, 2015

#### Capital Projects Update

##### Rubey Park Renovation Project:

The renovation of the Rubey Park Station is proceeding as anticipated. The roof framing is being completed on all 3 buildings and the rough electrical and plumbing is being installed. Staff anticipates all 3 buildings will be dried in by the end of the first week of September. Work is continuing on the drive lanes and storm water drainage features behind Rubey Park and this work should be completed by mid-September. Phase 4 of the project will begin in early September and will include intersection and sidewalk work. In mid- September the bus traffic will be routed to its final configuration to the drive lanes behind Rubey Park. As of this report the project is generally on time and on budget.

**AMF Phase 3- Indoor Bus Storage:**

Work on the 3rd phase of the AMF renovation project has begun and the contractor, FCI, has begun removing a portion of the berm along Service Center Road to accommodate the new building expansion. Civil work on storm drainage features and relocating a waterline that is in the foot print of the new building expansion is proceeding as anticipated. The contractor will continue civil and utility work until Thanksgiving, when we will cease work on the project for the winter.

**AMF Phase 4- Inspection Canopy, Drive Lanes and Cladding:**

The 4<sup>th</sup> phase of the AMF renovation project is currently being designed and staff anticipates the 90% plans being completed by October 15<sup>th</sup> and the 100% plans submitted to staff by November 15<sup>th</sup>. Staff will put this project out to bid over the winter of 2015-2016 and construction will begin in the spring of 2016.

**West Glenwood Park and Ride Project:**

The plan set for the West Glenwood Springs Park and Ride project continues to move forward and staff expects the FOR (90%) plans to be issued by mid- September. Staff will then hold the FOR meeting with CDOT and the City of Glenwood Springs to review the project and make any final adjustments to the plans. The grant contract from CDOT for this project has not been executed and staff continues to work with CDOT to complete this step. Staff anticipates this project going out to bid during the winter of 2015- 2016.

**GMF Expansion Project:**

The first phase of this project will be delivered utilizing the “design build” project delivery method and staff will be issuing an RFQ for the “AE1” architect and engineering firm to support RFTA through this process. Once this team is under contract the project’s performance specification will be written and these sent out to bid. The grant contract from CDOT for this project has still not been executed and staff continues to work with CDOT to complete this step. Staff anticipates this RFQ will be issued in mid- October.

**Carbondale Park and Ride**

Work has begun on the Carbondale Park and Ride and the contractor has completed the mass excavation work and about ½ the utility work. As of this report the project is on schedule and budget.

**New Castle Park and Ride:**

There is no significant progress to report.

**Facilities Updates**

**Glenwood Maintenance Facility:**

Glenwood Maintenance Facility (GMF):

- There are no significant items to report.

**Carbondale Maintenance Facility:**

- There are no significant items to report.

**Aspen Maintenance Facility:**

- There are no significant items to report.

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

- There are no significant items to report.

## RFTA Employee Housing

- The Main Street apartment complex in Carbondale, a 5 unit complex with 7 beds, is currently at **100%** 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 **100%** occupancy.
- RFTA Permanent employee housing is currently at **89%**.
- RFTA has begun renting 10 seasonal 2 bedroom units at the Burlingame apartment complex as of September 1, 2015 and is currently at 10% occupancy.
- RFTA has also secured 10 additional 2 bedroom seasonal units at the Burlingame apartment complex, 5 beginning November 1<sup>st</sup> and 5 beginning December 1<sup>st</sup>. RFTA will be able to release the units back to Burlingame for a nominal fee in the event that the units aren't needed for the winter season as long as they are released prior to each of the lease start dates.

## RFTA Railroad Corridor

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

- An update to the 2005 Comprehensive Plan. The first document to be updated is the Access Control Plan. This is in process and an update on this process will be provided to the Board monthly (see separate agenda item)
- Once the draft versions of ACP and DG guidelines are finalized and approved by the RFTA Board then staff will send out both documents to GOCO, with an updated list of crossings including existing crossings that have not been previously approved, any potential new crossings being proposed currently as well as any new crossings that might be on the horizon, to secure GOCO's approval of the ACP, DG and list of crossings
- With the final version of the ACP accepted by the RFTA Board of Director's, staff will work with the attorneys to Review and update the existing templates & formats that RFTA is using for licensing in the Rail Corridor
- The final version of the ACP and DG will also allow staff to finalize 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
- Once the process for the ACP is complete, the forms and review process has been finalized, staff will begin updating the rest of the Comprehensive Plan, the Recreational Trails Plan and the Executive summary documents to bring back to the RFTA Board for a review and direction
- Staff continues working on issues related to the Federal Grant Right-of-Way areas identified up and down the Railroad Corridor and will provide updates as necessary (Ongoing);

- **River Edge Colorado** (*Sanders Ranch/Bair Chase/River Bend/Cattle Creek development*) Crossing Review and Coordination. The developer is proposing new road crossing locations as part of their application to Garfield County and the County is in the process of reviewing the developer's latest submittal. The County has been seeking clarification on some of the developer's assumptions and staff has been responding accordingly. The developer has requested that RFTA review an updated traffic study and provide a response for an ***at-grade pedestrian crossing*** in the same location as the at-grade road crossing. Staff has advised the developers' representative that we will review the traffic study as soon as they sign an engineering agreement that outlines the terms for reimbursement to RFTA for the costs associated with the review. To date the developer hasn't executed this agreement. To refresh the RFTA Boards memory, the current agreements for this parcel call for a grade-separated trail crossing, not an at-grade pedestrian crossing. (*Ongoing*);
- **South Bridge** Crossing Review and Coordination – The City and CDOT continue to work through all elements related to the South Bridge updated design. The City provided a brief update at the last ACP work Group meeting on August 19<sup>th</sup> and will be setting up a meeting with RFTA, CDOT and City staff to try and work through some potential 6F issues related to the current proposed Southbridge location(*Ongoing*);
- **8<sup>th</sup> Street Crossing Project by CDOT and the City of Glenwood Springs**– This project is critical to CDOT for use as a detour during the Grand Avenue bridge replacement project and is important to the City as a permanent crossing. CDOT has submitted an application to the Colorado Public Utilities Commission (CPUC). RFTA and the UPRR have submitted responses to the PUC application and a PUC hearing has been scheduled for Friday, September 4<sup>th</sup>. ***The PUC has approved the application with the condition that CDOT provide a signed agreement with the UPRR and RFTA to the PUC no later than 12-01-2015.*** (*Ongoing*);
- **Industry Way, Carbondale** – This project is on hold while the ACP Work Group works through updates to the ACP and DG (*On Hold*)
- **2<sup>nd</sup> Street, Carbondale** – This is a fairly new project and this is just an FYI. This is close to the Carbondale Town Hall and the current crossing serves a few private homes. There is a senior housing facility proposed in this vicinity which means that the use at this crossing will be changing. The Town of Carbondale staff met with RFTA staff on August 13<sup>th</sup> to discuss the upgrades necessary for this crossing to be Freight Rail compliant. We've asked the Town to provide us with their proposed 2<sup>nd</sup> Street layout so that we may respond to their questions regarding upgrades to this crossing. We haven't received any information from the Town yet but we will provide an update to the RFTA Board as soon as we have reviewed and developed a response. (*Ongoing*);
- **TCI Lane Bridge Project** – The TCI Lane Ranch subdivision (across from the wildlife section of the Rio Grande corridor), proposed to build a bridge across the Roaring Fork River to tie to the Rio Grande Trail back in April 2008. The RFTA Board gave preliminary approval for this bridge to be constructed and asked the developer to bring the bridge design back for a final approval. The design was completed in 2011 and the bridge was brought back to the February 10, 2011 meeting board meeting for final approval. The RFTA board asked for some additional information and the developer brought the additional information back to the March 10, 2011 meeting. The bridge projected was voted down by the RFTA Board but the developer asked for the opportunity to come back to the Board for reconsideration at a later

date. The RFTA Board did not object to this request. The developer would like to revisit this project sometime in the near future. Staff will provide an update on this project once an update is available (*Ongoing*).

### **Rio Grande Trail Update**

- Staff is in the middle of the weed season. Staff has been mechanically removing weeds. This is consuming most of staff time.
- Staff continues to coordinate with CCAH to discuss art in the corridor and overall beautification through Carbondale.
- Staff is actively working to beautify the corridor through Carbondale
  - Staff will begin to install a single track/dirt trail adjacent to the paved surface in Carbondale, where space allows. Impact will be very minimal to regular trail use.
  - Staff recently purchased 156 truckloads of dirt for the corridor through Carbondale.
    - The plan is to seed the dirt with a native, drought tolerant seed mix, so no maintenance is required
    - Staff would like to undergo a fundraising campaign to continue the project
      - We need money for picnic areas, art installations, native landscapes, and creating a play area for youth
- Staff has been participating in the RFTA Regional Bike, Pedestrian, and Transit Access Plan
- Staff has been clearing sight lines along the trail by removing tree limbs and brush
- Staff completed the first pass with the flail mower to clear the shoulders of brush. A second pass will likely occur.
- Staff has been working with the ACES crew on the Rock Bottom Ranch connections to the Rio Grande Trail.
- Staff attended a Native Plants Master Course on native trees and shrubs, it was a great course.
- Staff is coordinating with True Nature and the removal of the Siberian Elm trees that border our property.
- Staff has begun coordinating with Pitkin County Open Space and Trails (POST) regarding an equestrian trail from the Hooks Lane Trailhead to the Glassier Open Space. Staff and POST plan to bring the proposed project to the RFTA Board for review and approval at the November 12<sup>th</sup> meeting