

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

TIME: 8:30 a.m. – 11:00 a.m., Thursday, January 9, 2020

Usual Location: Town Hall (Room 1), 511 Colorado, Carbondale, CO 81623

(This Agenda may change before the meeting)

	Agenda Item	Policy	Purpose	Est. Time
1	Call to Order / Roll Call:		Quorum	8:30 a.m.
2	Executive Session:			
	A. Paul Taddune, General Counsel: Pursuant to C.R.S. 24-6-602 (e) and (f): CEO Performance Review	3.5.2.B.	Executive Session	8:31 a.m.
3	Approval of Minutes: RFTA Board Meeting, December 12, 2019, page 3		Approve	8:45 a.m.
4	Public Comment: Regarding items not on the Agenda (up to one hour will be allotted if necessary, however, comments will be limited to three minutes per person)		Public Input	8:50 a.m.
5	Items Added to Agenda – Board Member Comments:	4.3.3.C	Comments	9:00 a.m.
6	Consent Agenda:			9:10 a.m.
	A. Resolution 2020-01: Approving Colorado Insurance Risk Sharing Agency (CIRSA) Bylaws and Intergovernmental Agreement, and Approving Participation and Coverage through CIRSA for the Coverages Set Forth in RFTA's Current and Subsequent Applications to CIRSA – Dan Blankenship, CEO and Michael Yang, CFAO, page 8	2.4.1	Approve	
	B. Resolution 2020-02: Designating a Location for Posting Public Notice of Meetings of the RFTA Board of Directors – Nicole Schoon, page 10	Bylaws	Approve	
7	Presentations/Action Items:			
	A. Approval of Pegasus Parking Lot Use Agreement – Dan Blankenship, CEO, page 12	2.3.7	Approve	9:20 a.m.
	B. Overview of 2020 Work Plan – Dan Blankenship, CEO; Kurt Ravenschlag, COO; and Michael Yang CFAO, page 14	4.3.2	Discussion/ Direction	9:50 a.m.
8	Public Hearing:			
	A. Resolution 2020-03: Supplemental Budget Appropriations – Michael Yang, CFAO and Paul Hamilton, Director of Finance page 17	4.2.5	Approve	10:15 a.m.
9	Board Governance Process:			
	A. Resolution 2020-04: Election of RFTA Board Officers for 2020 – Paul Taddune, General Counsel, page 22	Bylaws	Elect Officers	10:25 a.m.
10	Information/Updates:			
	A. CEO Report – Dan Blankenship, CEO, page 25	2.8.6	FYI	10:35 a.m.
11	Issues to be Considered at Next Meeting:			
	To Be Determined at January 9, 2020 Meeting	4.3	Meeting Planning	10:45 a.m.
	(Agenda Continued on Next Page)			

	Agenda Item	Policy	Purpose	Est. Time
12	Next Meeting: 8:30 a.m. – 11:30 a.m., February 13, 2020 at Carbondale Town Hall	4.3	Meeting Planning	10:50 a.m.
13	Adjournment:		Adjourn	11:00 a.m.

**ROARING FORK TRANSPORTATION AUTHORITY
BOARD MEETING MINUTES
December 12, 2019**

Board Members Present:

Art Riddile, Chairman (Town of New Castle); Jeanne McQueeney (Eagle County); Jonathan Godes (City of Glenwood Springs)

Voting Alternates Present:

Ben Bohmfalk (Town of Carbondale); Greg Poschman (Pitkin County); Ward Hauenstein (City of Aspen)

Non-Voting Alternates Present:

Shelley Kaup (City of Glenwood Springs); Jennifer Riffle (Town of Basalt)

Staff Present:

Dan Blankenship, Chief Executive Officer (CEO); Paul Taddune, General Counsel; Michael Yang, Chief Financial and Administrative Officer (CFAO); Kurt Ravenschlag, Chief Operating Officer (COO); Nicole Schoon, Secretary to the Board of Directors; Mike Hermes, Amy Burdick, and Abbey Pascoe, Facilities & Trails Department; David Johnson and Jason White, Planning Department; Paul Hamilton, Director of Finance; John Hocker, Co-Director of Operations

Visitors Present:

David Pesnichak (EOTC/Pitkin County); John Kruger (City of Aspen); Clark Anderson and Nathan Lindquist (Town of Rifle)

Agenda

Note: Blue Hyperlinks to the December 12, 2019 Board meeting video have been inserted for each Agenda item below. Please view video for additional information.

1. **[Roll Call:](#)**

Art Riddile called the RFTA Board of Directors to order at 8:30 a.m. Riddile declared a quorum to be present (6 member jurisdictions present) and the meeting began at 8:31 a.m.

2. **[Approval of Minutes:](#)**

Riddile moved to approve the November 14, 2019 Board Meeting Minutes, and Greg Poschman seconded the motion. The motion was unanimously approved.

3. **[Public Comment:](#)**

Riddile asked if any member of the public would like to address the Board or make a comment regarding items not on the December 12, 2019 Board Agenda.

No members of the public had any comments. Riddile closed Public Comments at 8:32 a.m.

4. **[Items Added to Agenda – Board Member Comments:](#)**

Riddile next asked if there were any items that needed to be added to the Board meeting Agenda.

Dan Blankenship requested that two items be added to the Consent Agenda; 1) Resolution and Intergovernmental Agreement to Participate in the Colorado Special Districts and Liability Pool and 2) Letter of Commitment to Provide an additional \$75,000 to Support the LoVa "Meet Me in the Middle" Trail Construction Project.

Both items were added to the December 12, 2019 Consent Agenda.

Riddile asked if any Board member had comments or questions regarding issues not on the Board meeting Agenda.

Ward Hauenstein stated that it is nice to see the Battery Electric Buses (BEBs) being utilized on the streets in Aspen, they are quiet and a great way to see RFTA continuing to help the environment.

Poschman stated that he would still like to see RFTA allow dogs on buses.

Blankenship stated that RFTA will research other transit companies and see how they deal with allowing dogs on buses. RFTA staff will look into doing surveys to determine how riders view having dogs on buses. Results of the survey will also determine if policies need to be updated.

Blankenship informed the Board that John Hocker, Co-Director of Operations will be retiring at the end of December, 2019. John has had a long and amazing career with RFTA, having started working as a seasonal bus driver 43 years ago. His work ethic is next to none, he is always on the front lines and has been a wonderful example to all RFTA employees. John always rose to the challenge and has been the glue that has held RFTA together. It will be impossible to replace him and everyone wishes him good luck in his retirement.

Riddile closed Board comments at 8:37 a.m.

5. [Consent Agenda:](#)

A. RFTA-Garfield County IGA Regarding Iron Bridge Trail Connection – Angela Henderson, Assistant Director for Project Management and Facilities Operations

RFTA staff believes that ongoing annual routine maintenance should not create a significant financial burden for RFTA, and should be included in RFTA's annual Trail Maintenance budget. However, the IGA provides that at such time that any major repair work or capital replacement is required, RFTA will seek funding from Garfield County and RFSD to pay for it, or RFTA has the option of closing the trail. Nothing precludes RFTA from being a partner in the cost of repairs or replacement, at the sole discretion of the RFTA Board of Directors.

Jeanne McQueeney moved to approve the RFTA-Garfield County IGA Regarding Iron Bridge Trail Connection, and Jonathan Godes seconded the motion. The motion was unanimously approved.

B. Resolution and Intergovernmental Agreement to Participate in the Colorado Special Districts and Liability Pool

McQueeney moved to approve the Resolution and Intergovernmental Agreement to Participate in the Colorado Special Districts and Liability Pool, and Godes seconded the motion. The motion was unanimously approved.

C. Letter of Commitment to Provide an additional \$75,000 to Support the LoVa “Meet Me in the Middle” Trail Construction Project

McQueeney moved to approve the Letter of Commitment to Provide an additional \$75,000 to Support the LoVa “Meet Me in the Middle” Trail Construction Project, and Godes seconded the motion. The motion was unanimously approved.

6. Public Hearing:

A. Resolution 2019-28: Adoption of the 2020 RFTA Budget – Michael Yang, CFAO and Paul Hamilton, Director of Finance

Michael Yang and Paul Hamilton highlighted the final 2020 RFTA Budget. The 2020 RFTA Budget is in alignment with the Outcomes and Objectives detailed in RFTA’s Strategic Plan. There were no major changes from the November 3rd draft of the 2020 RFTA Budget to the Final 2020 RFTA Budget.

Riddile asked if any member of the public would like to address the Board or make a comment regarding Resolution 2019-28: Adoption of the 2020 RFTA Budget.

No members of the public had any comments. Riddile closed Public Comments at 9:59 a.m.

McQueeney moved to approve Resolution 2019-28: Adoption of the 2020 RFTA Budget, and Godes seconded the motion.

A Roll Call Vote was taken:

Art Riddile	Yes
Jeanne McQueeney	Yes
Ben Bohmfalk	Yes
Greg Poschman	Yes
Ward Hauenstein	Yes
Jonathan Godes	Yes

The motion was unanimously approved.

B. Resolution 2019-29: Appropriation of Sums for the 2020 Budget Year – Michael Yang, CFAO and Paul Hamilton, Director of Finance

In conjunction with the 2020 Budget, sums must be appropriated.

Riddile asked if any member of the public would like to address the Board or make a comment regarding Resolution 2019-29: Appropriation of Sums for the 2020 Budget Year.

No members of the public had any comments. Riddile closed Public Comments at 10:06 a.m.

McQueeney moved to approve Resolution 2019-29: Appropriation of Sums for the 2020 Budget Year, and Godes seconded the motion.

A Roll Call Vote was taken:

Art Riddile	Yes
Jeanne McQueeney	Yes
Ben Bohmfalk	Yes
Greg Poschman	Yes
Ward Hauenstein	Yes
Jonathan Godes	Yes

The motion was unanimously approved.

C. Resolution 2019:30: Resolution Imposing, Certifying and Levying a Property Tax of 2.65 Mills for the 2020 Budget Year - Michael Yang, CFAO and Paul Hamilton, Director of Finance

Yang stated that the Department of Local Affairs Form DLG-70 Certifications of the Tax Levies for Eagle, Garfield and Pitkin Counties ("Form DLG-70") and the Certifications of Valuation of the Eagle, Garfield and Pitkin County Assessors have been verified.

Riddile asked if any member of the public would like to address the Board or make a comment regarding Resolution 2019:30: Resolution Imposing, Certifying and Levying a Property Tax of 2.65 Mills for the 2020 Budget Year.

No members of the public had any comments. Riddile closed Public Comments at 10:08 a.m.

McQueeney moved to approve Resolution 2019:30: Resolution Imposing, Certifying and Levying a Property Tax of 2.65 Mills for the 2020 Budget Year, and Godes seconded the motion.

A Roll Call Vote was taken:

Art Riddile	Yes
Jeanne McQueeney	Yes
Ben Bohmfalk	Yes
Greg Poschman	Yes
Ward Hauenstein	Yes
Jonathan Godes	Yes

The motion was unanimously approved.

7. [Information/Updates:](#)

A. CEO Report – Dan Blankenship, CEO

On March 12, 2020, an Elected Officials' Summit will be held at Morgridge Commons in Glenwood Springs. The focus of the Summit will be on Transportation, Housing, and Jobs in the Roaring Fork and Colorado River Valleys. Due to the Summit, the RFTA Board of Directors Meeting may need to be moved to a different date or to a location in Glenwood Springs.

On December 3, 2019, RFTA and the City of Aspen deployed all eight Battery Electric Buses (BEBs) into revenue service. All 10 Gillig Clean Diesel, Low Floor Buses have been received and are being prepared for revenue service.

Michael Yang stated that the \$1 million Line of Credit (LOC) with Alpine Bank needs to be renewed each year, and the LOC for 2020 needs to be signed and renewed.

Riddile moved to approve the Renewal of a \$1 Million Line of Credit with Alpine Bank, and Poschman seconded the motion. The motion was unanimously approved.

8. Issues to be Considered at Next Meeting:

9. Next Meeting: 8:30 a.m. – 11:30 a.m., January 9, 2020, Carbondale Town Hall, Room 1

10. Adjournment:

Poschman moved to adjourn from the December 10, 2019 RFTA Board meeting, and Riddile seconded the motion. The motion was unanimously approved.

The December 10, 2019 RFTA Board Meeting adjourned at 10:25 a.m.

Respectfully Submitted:

Nicole R. Schoon

Secretary to the RFTA Board of Directors

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

Meeting Date:	January 9, 2020
Subject:	Resolution 2020-01: Approving Colorado Insurance Risk Sharing Agency (CIRSA) Bylaws and Intergovernmental Agreement, and Approving Participation and Coverage through CIRSA for the Coverages Set Forth in Roaring Fork Transportation Authority’s Current and Subsequent Applications to CIRSA
Strategic Outcome:	Financial Sustainability
Strategic Objective:	4.5. Optimize RFTA services and expenditures for more efficiency and/or cost savings
Presented By:	Dan Blankenship, CEO and Michael Yang, CFAO
Staff Recommends:	Adopt Resolution 2020-01 and authorize the RFTA Chair to execute the CIRSA Bylaws and Intergovernmental Agreement
Executive Summary:	<p>For many years, RFTA has purchased its annual corporate insurance package from private insurance carriers. Overall, RFTA has managed to avoid excessive premiums by competitively bidding out its insurance, generally on an annual basis, with the assistance of an insurance broker.</p> <p>This year, RFTA was informed by Gallagher (its insurance broker) that its 2019 primary insurance carrier for auto, property, and casualty coverage was not going to insure transit agencies in 2020. In mid-November, Gallagher informed RFTA that it had only received one insurance quote from a private carrier, which reflected a significant increase over RFTA’s 2019 cost for insurance. Consequently, staff immediately began exploring insurance options through Colorado Special Districts Property and Pool, County Technical Services, Inc. (CTSI), and Colorado Insurance Risk Sharing Agency (CIRSA). Ultimately RFTA was not eligible to participate in coverage provided by CTSI, so staff worked to obtain its corporate insurance package through CIRSA, with an additional \$5 million umbrella policy purchased through Hallmark Specialty Insurance Company, and its Workers Compensation Insurance purchased through Colorado Special Districts.</p> <p>As a result of these changes, RFTA’s estimated cost for its corporate insurance package in 2020, including Workers Compensation Insurance provided by Colorado Special Districts, is estimated to be approximately 4% below its 2019 cost. However, the CIRSA cost could increase somewhat once the automobile schedule is finalized.</p> <p>In order for RFTA to be admitted as a member of CIRSA, the RFTA Board must approve Resolution 2020-01, which approves CIRSA’s Bylaws and Intergovernmental Agreement. These documents are included in the January 2010 RFTA Board Meeting Portfolio.pdf attached to the-mail transmitting the RFTA Board Agenda packet.</p>

Background/Discussion:	<p><u>CIRSA Overview:</u></p> <p>The Colorado Intergovernmental Risk Sharing Agency, a separate and independent governmental and legal entity, is formed by intergovernmental agreement by its members pursuant to the provisions of 24-10-115.5, 29-1-201 et seq., 29-13-102, 8-44-IOI(l)(c) and (3), and 8-44-204, C.R.S., as amended, and Colorado Constitution. Article XIV, Section 18(2). Numerous Cities and Towns in Colorado are insured through CIRSA. Glenwood Springs graciously adopted a resolution supporting RFTA's admittance as a member of CIRSA.</p> <p>(1) The purposes of CIRSA are to provide members the coverages authorized by law, through joint self-insurance, insurance, reinsurance, or any combination thereof, to provide claims services related to such coverages, and to provide risk management and loss control services to assist members in preventing and reducing losses and injuries.</p> <p>(2) It is the intent of the members of CIRSA to create an entity in perpetuity which will administer and use funds contributed by the members to defend and indemnify, in accordance with these Bylaws, any member of CIRSA against stated liability or loss, to the limit of the financial resources of CIRSA available to pay such liability or loss. It is also the intent of the members to have CIRSA provide continuing stability and availability of needed coverages at reasonable costs.</p> <p>(3) All income and assets of CIRSA shall be at all times dedicated to the exclusive benefit of its members.</p> <p>(4) This intergovernmental agreement shall constitute the Bylaws of CIRSA.</p>
Governance Policy:	<p>The Board's Asset Protection Policy 2.4 states, the CEO may not fail to insure: a) against theft and casualty losses to at least 100% of replacement value; b) against liability losses to Board members, staff and the organization itself in an amount equal to or greater than the average for comparable organizations; and c) against employee theft, dishonesty, fraud and forgery."</p>
Fiscal Implications:	<p>It is anticipated that the cost of CIRSA's 2020 corporate insurance package for RFTA, once the auto schedule has been finalized, will be approximately the same as the cost for RFTA's corporate coverage in 2019, when significant savings in the Special Colorado Special Districts' Workers Compensation premium are taken into consideration.</p>
Attachments:	<p>Yes, please see "RFTA Resolution-Bylaws and IGA – CIRSA.pdf" included in the January 2020 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the RFTA Board Meeting Agenda packet.</p>

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

Meeting Date:	January 9, 2020
Subject:	Resolution 2020-02: Designating a Location for Posting Public Notices of RFTA Board of Directors Meetings
Strategic Outcome:	High Performing Organization
Strategic Objective:	7.5. Ensure Appropriate Transparency of all RFTA Business
Presented By:	Nicole Schoon, Executive Assistant, Secretary to the Board, and Compliance Officer
Staff Recommends:	Adopt Resolution 2020-02 and designate the Administrative Offices of the GMF as the official posting location, since the RFTA CEO and Board Secretary both have offices in that location.
Executive Summary:	<ul style="list-style-type: none"> • Officially designate posting location of public notices of RFTA Board of Directors Meetings. • Staff recommends that the Board designate the Administrative Offices of the Glenwood Maintenance Facility (GMF) as the official location for posting Board Meeting notices.
Background/Discussion:	C.R.S. § 24-6-402(2)(c) provides that each local government body shall annually designate a location where its meeting notices will be posted. In addition to the GMF, the notices of Board meetings will continue to be posted at the Aspen Maintenance Facility and in each jurisdiction’s Town Hall, in a public place for posting notices, as well as emailed to the media and interested citizens that have requested notice.
Governance Policy:	This is required by state law. Additionally, Board Awareness & Support policy 2.8.9 states, “The CEO may not fail to supply for the Board’s consent agenda, along with applicable monitoring information, all decisions delegated to the CEO yet required by law, regulation or contract to be Board-approved.”
Fiscal Implications:	None.
Attachments:	Yes, please see Resolution 2020-02 on the following page.

Director _____ moved to adopt the following Resolution:

**BOARD OF DIRECTORS
ROARING FORK TRANSPORTATION AUTHORITY
RESOLUTION NO. 2020-02**

DESIGNATING A LOCATION FOR POSTING PUBLIC NOTICE OF MEETINGS OF THE ROARING FORK TRANSPORTATION AUTHORITY (RFTA) BOARD OF DIRECTORS

WHEREAS, pursuant to C.R.S. § 24-6-402(2)(c), the Board of Directors of the Roaring Fork Transportation Authority hereby designates the RFTA Glenwood Maintenance Facility, 2307 Wulfsohn Road, Glenwood Springs, CO 81601 as the location where Public Notices of the RFTA Board of Directors Meetings will be posted, at least twenty-four (24) hours prior to the meeting.

This status will be in place unless revoked by another resolution stating different locations of posting.

INTRODUCED, READ AND PASSED by the Board of Directors of the Roaring Fork Transportation Authority at its regular meeting held January 9, 2020.

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

By: _____
Art Riddile, Chairman

I, the Secretary of the Board of Directors (the "Board") of the Roaring Fork Transportation Authority (the "Authority") do hereby certify that (a) the foregoing Resolution was adopted by the Board at a meeting held on January 9, 2020; (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 9th day of January, 2020.

Nicole R. Schoon, Secretary to the RFTA Board of Directors

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

Meeting Date:	January 9, 2020
Subject:	Approval of Pegasus Parking Lot Use Agreement
Strategic Outcome:	Financial Sustainability
Strategic Objective:	4.5. Optimize RFTA services and expenditures for more efficiency and/or cost savings
Presented By:	Dan Blankenship, CEO
Staff Recommends:	Approve Parking Lot Use Agreement with Pegasus in concept and authorize the RFTA CEO to execute it when finalized and approved as to form by the RFTA General Counsel.
Executive Summary:	<ul style="list-style-type: none"> • Since the beginning of the City of Glenwood Springs’ “Ride Glenwood” bus service approximately 20 years ago, RFTA has been using the parking lot near the former American Furniture Warehouse (AFW) facility in the Roaring Fork Market Place as a location for Bus Operators to take breaks in between scheduled departures, and to turn buses around to begin the next northbound trip from the Roaring Fork Market Place bus stop. • In September 2013, RFTA implemented the VelociRFTA BRT service and, since that time, numerous BRT Bus Operators each day have been parking their BRT buses at the AFW parking lot during their lunch breaks. • Recently, AFW vacated the premises and the current owner/manager of the property, Pegasus Development, would like RFTA to pay \$5,000 per month for its use of the parking lot for the staging of up to 4 buses at one time each day. In addition Pegasus would like RFTA to pay a one-time capital contribution of \$100,000 to help compensate for damage to the asphalt caused by heavy buses during prior years of use. Also RFTA must contribute \$1,000 for attorney fees. • RFTA’s desired term of the lease would be from December 1, 2019 until April 30, 2020, and monthly thereafter, with two months-notice to vacate, subsequent to April 30th. RFTA’s cost for the five-month lease would be \$25,000. Pegasus has not, as yet agreed to the term of the lease; however, a lease of any duration appears to be contingent upon the \$100,000 capital contribution, which would be due and payable on or after April 30th. Although the capital contribution is significant, RFTA has not paid anything for its heavy use of the lot beginning in September 2013. • Since RFTA is currently operating its winter high-season bus services, it would be very problematic and, potentially, costly to reconfigure its services so as to no longer use the AFW parking lot. Ideally, RFTA would be allowed to use the lot until a downtown Glenwood Springs transit center was constructed; however, since that may be several years in the future, RFTA staff would like to lease the lot at least through April 30th to provide time for another bus staging area to be identified and RFTA BRT operations can be reconfigured in time for the spring 2020 season. <p><i>RFTA staff recommends approval of the Parking Lot Use Agreement with Pegasus, when finalized and approved as to form by the RFTA General Counsel.</i></p>

Governance Policy:	Board Financial Condition and Activities Policy 2.3 states, "The CEO shall not acquire, encumber or dispose of real property."
Fiscal Implications:	The total parking lot use amount from December 1, 2019 through April 30, 2020, is \$25,000; however, in case the term can be increased to cover the full year, \$60,000 for the lease, \$100,000 for the one-time capital contribution, and \$1,000 for attorney fees have been included in 2020 Supplemental Budget Resolution 2020-03, which the Board will be asked to approve following a Public Hearing.
Attachments:	Yes, please see "RFTA Pegasus Parking DRAFT 01.02.20.pdf," included in the January 2020 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the RFTA Board Meeting Agenda packet.

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

Meeting Date:	January 9, 2020
Subject:	Overview of 2020 Work Plan
Strategic Outcome:	High Performing Organization
Strategic Objective:	7.5. Ensure Appropriate Transparency of all RFTA Business 7.7. Continually seek ways to improve business process
Presented By:	Dan Blankenship, CEO Kurt Ravenschlag, COO Michael Yang, CFAO
Staff Recommends:	Review and discuss RFTA 2020 Strategic Work Plan, primarily as it relates to Board Work Plan Items, and provide staff with feedback about them.
Executive Summary:	<p>So far, RFTA staff has identified approximately 16 Work Plan Items in the RFTA 2020 Strategic Work Plan that could involve Board direction and/or policy development. If the Board is in agreement, these Work Plan Items will be presented to the RFTA Board for consideration at subsequent Board meetings throughout 2020. The tentative Board Work Plan Items and a brief summary of each is as follows:</p> <p>#9: Provide Grant Matching Dollars for LOVA Trail: In 2020, RFTA and its partners, LOVA, City of Glenwood Springs and Town of New Castle, will pursue grant funding for construction of additional trail segments. In the approved Destination 2040 plan, \$2 million has been designated to serve as match for these grants, and \$175,000 has been committed so far. The Board will need to determine how much of the remaining Destination 2040 funding should be committed for any grants that are submitted. At some point, the Board and its funding partners will also need to discuss maintenance responsibilities for the LOVA Trail when completed.</p> <p>#14: Regional First and Last Mile Mobility Study: Staff plans to initiate a regional First and Last Mile Mobility Study, with a plan for the expansion of bike share being an early action item.</p> <p>#16: Rio Grande Trail Plan: It is staff’s intention to complete the Recreational Trail Plan in 2020. Completion was deferred in 2019 due to other competing priorities.</p> <p>#17: Grand Avenue Alternatives Analysis: RFTA in partnership with City of Glenwood Springs will be reviewing plans and alternatives for Destination 2040 capital and operating improvements, transit priority measures, and parking throughout 2020.</p> <p>#18: Planning and Due Diligence for Integration of WE-cycle with RFTA: This effort is a continuation of discussions and planning undertaken in 2019 and will be ongoing in 2020.</p>

Background/Discussion:

- #21: **Discussion Regarding RFTA Contribution to EOTC for No-Fare Zone:** Due to changes in use tax collections caused by HB 19-1240, it is anticipated that the use tax upon which the EOTC primarily relies, and with which it funds the Aspen-Snowmass No Fare service subsidy, will decline significantly. Potentially, this could cause the discontinuation of the No Fare service. Since RFTA will likely see a corresponding increase in sales tax revenue on its portion of the 0.5% Pitkin County mass transit sales tax, it is the EOTC's hope that RFTA would agree to absorb all or an appropriate amount of the lost EOTC No Fare subsidy revenue in 2021. The Board should discuss this issue and make a decision as RFTA and the EOTC undertake their 2021 budget processes.
- #36: **The RFTA Board Sub-Committee to Review Retirement Plans:** A RFTA Board Subcommittee comprised of Jacque Whitsitt and Jonathan Godes was appointed to work with staff and consultants to review and recommend retirement plan options for RFTA employees. RFTA employees participate in a 401(a) Social Security replacement plan. Although RFTA's contribution to the plan is equal to or greater than other employers, RFTA employees have no requirement to contribute to their own retirement savings, which means that many of them fall significantly short of the recommended 20%-25% of income savings' target for retirement.
- #42: **Fare Structure Recommendations:** Staff will be presenting the Board with a number of recommendations regarding changes to the fare structure, including weekend family discounts and deeper discounts for youths. There may be other targeted fare increases or decreases as well.
- #43: **RFTA Financial Audit:** The Audit Subcommittee will meet in June to review the audit with the Auditors and present their report to the Board in July. There has been some interest expressed in having the Audit Subcommittee also serve as a Finance Committee to help review budgetary changes, assumptions, and decisions throughout the year.
- #44: **The RFTA 2021 Budget Development:** The RFTA 2021 budget development will begin in August with a presentation of budgetary issues and a discussion of Board priorities. Drafts of the budget will be presented in September, October, and November, with final budget adoption in December 2020.
- #46: **Bond Issuance for Capital Projects:** Although not a certainty at this point, depending upon projected revenue needs for capital projects in 2021, RFTA may want to begin due diligence in 2020 regarding a bond issuance.
- #51: **Conduct Community Survey of RFTA Services:** Although RFTA generally performs passenger opinion survey every two years, it seldom obtains input regarding its services from the broader public within the region. The Board's assistance in developing survey questions and reviewing the public's responses would be desirable.

	<p>#54: Pilot Reservation System for the Maroon Bells: For approximately two years, RFTA staff has been working with representatives from the U.S. Forest Service, City of Aspen, Pitkin County, Aspen Skiing Company, and the Aspen Chamber Resort Association to develop a plan to address concerns about traffic congestion and parking shortages associated with people attempting to visit the Maroon Bells during pea-leaf peeking season. Currently, it is felt that a pilot reservation system targeted for implementation in 2020 from mid-September through mid-October might be a workable solution to help manage ever-growing demand for the Maroon Bells bus service. It is anticipated that the plan will be vetted with elected officials, the public, and the RFTA Board during the early months of 2020.</p> <p>#69: Purchase of Glenwood MOC Building: The Board has already approved a Letter of Intent to Purchase the Glenwood MOC property. Pending the successful outcome of an election to allow the City of Glenwood Springs to sell the property to RFTA, the Board will be asked to approve the Intergovernmental Agreement, Real Estate Purchase Agreement, and budget required to close on the sale of the property.</p> <p>#70: Demo of MOC Building if Sale of Property is Approved: This is a companion of Work Plan Item #69 above. If the MOC property is purchased, it is staff's recommendation that the MOC Building be demolished, and the Board's authorization to do so will be requested.</p> <p>#71: Board Retreat: Typically, the Board Strategic Planning Retreat is conducted in June, so that Strategic Initiatives developed by the Board can be included in the next year's Budget. Planning for the Retreat should be undertaken by a Subcommittee in March.</p>
Governance Policy:	Board Agenda Planning policy 4.3.2 states, "The annual (planning) cycle will start with Board's development of its agenda plan for the next year: A.) The Board will identify its priorities for Ends and other issues to be resolved in the coming year, and will identify information gathering necessary to fulfill its role. This may include methods of gaining ownership input, governance education, and other education related to Ends issues, (e.g. presentations by futurists, advocacy groups, demographers, other providers, staff, etc.); and B.) At the commencement of the Board's annual planning cycle, the Chair will prepare, for the Board's approval, a tentative agenda plan for the following year's meetings."
Fiscal Implications:	None at this time.
Attachments:	Yes, please see "2020 Work Plan.pdf," included in the January 2020 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the RFTA Board Meeting Agenda.

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

Meeting Date:	January 9, 2020
Agenda Item:	Resolution 2020-03: 2020 Supplemental Budget Appropriation
Strategic Outcome:	Financial Sustainability
Strategic Objective:	4.1 Ensure accurate budget and accounting
Presented By:	Michael Yang, Chief Financial & Administrative Officer Paul Hamilton, Director of Finance
Recommendation:	Adopt Supplemental Budget Appropriation Resolution 2020-03
Executive Summary:	<p>As part of RFTA on-going review, staff has identified the following supplemental budget appropriations needed with respect to the projects described below:</p> <p><u>General Fund:</u></p> <ol style="list-style-type: none"> 1. Parking Lot Use Agreement with Pegasus: Pursuant to the Lease between RFTA and Pegasus discussed in Item 7.A. of the Board Agenda, the rent of \$5,000 per month, for a total of \$60,000 annually, \$100,000 one-time capital contribution in recognition of RFTA’s prior use of the parking lot, and up to \$1,000 of legal fees are requested to be appropriated: <ol style="list-style-type: none"> a. \$61,000 increase in Transit b. \$100,000 increase in Capital 2. LoVa “Meet Me in the Middle” Trail Construction Project: At the December 12, 2019 RFTA Board meeting, the Board approved a Letter of Commitment to Provide an additional \$75,000 to support the LoVA “Meet Me in the Middle” Trail Construction Project. The RFTA 2020 adopted budget includes a \$100,000 contribution to LoVa for this project. RFTA’s total contribution for this project will be \$175,000. Staff requests the following appropriations: <ol style="list-style-type: none"> a. \$75,000 increase in Transit 3. 2020 Insurance Renewal Update: During the 2020 budget planning process, staff informed the RFTA Board that RFTA’s existing carrier for automobile liability was exiting the transit market at the end of 2019 forcing staff and its insurance brokers to find a new carrier to bind by the end of the year. At the December 12, 2019 RFTA Board meeting, staff informed the Board that the 2020 budget that the Board adopted included conservative placeholders for insurance renewals. Since then staff and its insurance brokers identified new carriers that offered competitive premiums (CIRSA for Liability and Property coverage and Colorado Special Districts for Workers’ Compensation coverage) and bound coverage by December 31st. As a result, budget adjustments are needed to reduce the corporate insurance by \$520,000, increase the general liability claims by \$50,000, decrease the workers compensation premium by \$145,500, and increase other business insurance by \$34,000. The net impact to the adopted budget is a reduction of \$581,500. Staff requests the following budget amendment: <ol style="list-style-type: none"> a. \$581,500 decrease in Transit 4. Alternative Fuels Excise Tax Credit: In December 2019, the “Taxpayer Certainty and Disaster Tax Relief Act of 2019” was signed into law and extended over 30 Internal Revenue Code provisions, generally through 2020.

	<p>One of these provisions was the extension of the tax credits relating to alternative fuels, including compressed natural gas (CNG). This new provision allows for refund claims to be made for the 2018, 2019, and 2020 tax years and is a \$.50 per gallon (or gas gallon equivalent) excise tax refund for alternative fuels used. The Internal Revenue Service (IRS) will be issuing additional guidance by January 19, 2020 on how to file the retroactive refund claims for 2018 and the 1st three quarters of 2019. The estimated CNG excise tax credit that RFTA anticipates to claim and receive in 2020 for the 3-year period is approximately \$710,000 (\$214,000 for 2017, \$259,000 for 2018, and \$237,000 (est.) for 2019). Staff requests the following budget amendment:</p> <p style="text-align: center;">i. \$710,000 decrease in Fuel</p> <p><u>Service Contract Special Revenue Fund</u></p> <p>1. <u>2020 Insurance Renewal Update:</u> <u>The Traveler Program also benefited from the competitive insurance premiums that RFTA was able to bind. As a result, the allocated portion of the automobile insurance premium is \$25,000 less than the \$49,000 placeholder included in the 2020 adopted budget. The reduction in costs will result in a reduction in the funding sources from both the Travelers Service Contract revenue and the transfer from RFTA’s General Fund on behalf of RFTA’s member jurisdictions participating in the Traveler Program (i.e. Town of Carbondale, City of Glenwood Springs, and Town of New Castle). Staff requests the following budget amendments:</u></p> <p style="margin-left: 40px;">a. \$18,108 decrease in other Service Contract Revenue</p> <p style="margin-left: 40px;">b. \$6,661 decrease in Other Financing Sources</p> <p style="margin-left: 40px;">c. \$25,000 decrease in Operating Costs</p>						
Policy Implications:	Board Job Products Policy 4.2.5 states, “The Board will approve RFTA’s annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy).”						
Fiscal Implications:	<p>Net increase (decrease) to 2020 fund balance by fund:</p> <table border="1" data-bbox="558 1272 1419 1369" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 2px;">General Fund</td> <td style="text-align: right; padding: 2px;">\$ 1,055,500</td> </tr> <tr> <td style="padding: 2px;">Service Contract Special Revenue Fund</td> <td style="text-align: right; padding: 2px;">231</td> </tr> <tr> <td style="padding: 2px;">Total</td> <td style="text-align: right; padding: 2px;">\$ 1,055,731</td> </tr> </table>	General Fund	\$ 1,055,500	Service Contract Special Revenue Fund	231	Total	\$ 1,055,731
General Fund	\$ 1,055,500						
Service Contract Special Revenue Fund	231						
Total	\$ 1,055,731						
Attachments:	Yes, please see Resolution 2020-03 attached.						

Director _____ moved adoption of the following Resolution:

BOARD OF DIRECTORS

ROARING FORK TRANSPORTATION AUTHORITY

RESOLUTION NO. 2020-03

2020 SUPPLEMENTAL BUDGET RESOLUTION

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

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

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

WHEREAS, certain revenues will become available and additional expenditures have become necessary that were not anticipated during the preparation of the 2020 budget; and

WHEREAS, upon due and proper notice, published in accordance with the state budget law, said supplemental budget was open for inspection by the public at a designated place, a public hearing was held on January 9, 2020 and interested taxpayers were given an opportunity to file or register any objections to said supplemental budget.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Roaring Fork Transportation Authority that the following adjustments will be made to the 2020 budget as summarized herein:

General Fund

Revenue and Other Financing Sources (OFS):

Type	Amount	Explanation
No Change		

Revenue & OFS Summary	Previous	Change	Current
Sales tax	\$ 25,626,649	\$ -	\$ 25,626,649
Property tax	10,996,000	-	10,996,000
Grants	1,401,678	-	1,401,678
Fares	5,470,200	-	5,470,200
Other <u>govt</u> contributions	1,510,315	-	1,510,315
Other income	906,600	-	906,600
Other financing sources	8,325,000	-	8,325,000
Total	\$ 54,236,442	\$ -	\$ 54,236,442

Expenditures and Other Financing Uses (OFU):

Type	Amount	Explanation
Capital	\$100,000	Capital Contribution - Parking Lot Use Agreement
Transit	60,000	Annual Lease - Parking Lot Use Agreement
Transit	1,000	Legal Fees - Parking Lot Use Agreement
Transit	75,000	Increase in contribution for the <u>LoVa</u> "Meet Me in the Middle" Trail Construction Project
Fuel	(710,000)	CNG Excise Tax Credit (2018, 2019, and 2020)
Transit	50,000	Increase in General Liability Claims estimate due to increase in deductible
Transit	34,000	Increase other business insurance premiums
Transit	(145,500)	Decrease Workers' Compensation Premiums
Transit	(520,000)	Decrease corporate insurance package for liability and property premiums
Total	\$(1,055,500)	

Expenditures & OFU Summary	Previous	Change	Current
Fuel	\$1,794,661	\$(710,000)	\$1,084,661
Transit	28,143,755	(445,500)	27,698,255
Trails & Corridor <u>Mgmt</u>	612,133	-	612,133
Capital	12,291,490	100,000	12,391,490
Debt service	1,569,123	-	1,569,123
Other financing uses	3,186,185	-	3,186,185
Total	\$47,597,347	\$(1,055,500)	\$46,541,847

The net change to Fund balance for this amendment is as follows:

Revenues and other financing sources	\$ -
Less Expenditures and other financing uses	1,055,500
Net increase (decrease) in fund balance	\$ 1,055,500

Fund balance Roll Forward: Net Change in Fund balance

Resolution	Beginning Balance	Change	Ending Balance
			\$ 27,823,918*
2019-28 & 2019-29	\$ 27,823,918	\$ 6,639,095	34,463,013
2020-03	34,463,013	1,055,500	35,518,513
Total Net Change		\$7,694,595	

*Budgeted

Service Contracts Special Revenue Fund

Revenues and Other Financing Sources (OFS):

Type	Amount	Explanation
Service contract revenue	\$(18,339)	Reduction in Traveler service contract revenue
Service contract revenue	231	Adjustment for rounding error
Other financing sources	(6,661)	Reduce transfer from GF for RFTA's members in the Traveler Program
Total Revenue & OFS	\$(24,769)	

Revenue & OFS Summary	Previous	Change	Current
Service contract revenue	\$12,295,151	\$ (18,108)	12,277,043
Grant revenue	30,000	-	30,000
Other financing sources	164,197	(6,661)	157,536
Total	\$12,489,348	\$ (24,769)	\$ 12,464,579

Expenditures and Other Financing Uses (OFU):

Type	Amount	Explanation
Operating	\$(25,000)	Decrease in insurance premiums for the Traveler Program
Total Expenditures & OFU	\$(25,000)	

Expenditures & OFU Summary	Previous	Change	Current
Fuel	\$ 734,419	-	\$ 734,419
Operating	10,891,830	\$ (25,000)	10,866,830
Capital	863,330	-	863,330
Total	\$ 12,489,579	\$ (25,000)	\$ 12,464,579

The net change to Fund balance for this amendment is as follows:

Revenues and other financing sources	\$(24,769)
Less Expenditures and other financing uses	25,000
Net increase (decrease) in fund balance	\$ 231

Fund balance Roll Forward: Net Change in Fund balance

Resolution	Beginning Balance	Change	Ending Balance
			-*
2019-28 & 2019-29	-	\$(231)	\$(231) -
2020-03	\$(231)	231	-
Total Net Change		-	

* Budgeted

That the amended budget as submitted and herein above summarized be, and the same hereby is approved and adopted as the amended 2020 budget of the Roaring Fork Transportation Authority, and be a part of the public records of the Roaring Fork Transportation Authority.

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

INTRODUCED, READ AND PASSED by the Board of Directors of the Roaring Fork Transportation Authority at its regular meeting held the 9th day of January, 2020.

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

By: _____
Art Riddile, Chair

I, the Secretary of the Board of Directors (the "Board") of the Roaring Fork Transportation Authority (the "Authority") do hereby certify that (a) the foregoing Resolution was adopted by the Board at a meeting held on January 9, 2020 (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 _____, 2020.

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

Meeting Date:	January 10, 2019
Agenda Item:	Resolution 2020-04: Election of RFTA Board Officers for 2020
Presented By:	Paul Taddune, General Counsel
Staff Recommends:	Elect a Chairperson and Vice-Chairperson; appoint staff members, Nicole Schoon as Secretary and Michael Yang as Treasurer and Budget Officer.
Policy #:	Bylaws – Article VII, Section 7.02
Action Requested:	Elect RFTA Board Officers and adopt Resolution 2020-04.
Core Issues:	<ul style="list-style-type: none"> • RFTA’s By-laws call for the election of Officers at the first regular meeting of the Board each year. • A Chair, Vice-Chair, Secretary and Treasurer/Budget Officer must be elected. The Board may appoint staff members to serve as Secretary and Treasurer/Budget Officer. • Section 7.04 of the By-laws, as amended in 2010 state: “Term. With the exception of the CEO, each Officer shall serve a one-year term commencing upon election or appointment by the Board. Each Officer shall serve until the end of his/her term or until his/her successor is elected or appointed, or he/she is lawfully removed pursuant to State law, these By-laws or the I.G.A. No member may serve as Chair for more than two (2) consecutive one-year terms. No member may serve as Vice-Chair for more than two (2) consecutive one-year terms. The Secretary and Treasurer may serve unlimited terms.” • Art Riddile has served as RFTA Chairperson for one year, having been elected Chairperson in January 2019. According to the By-laws, Art Riddile is eligible to serve another one (1) year term as Chairperson. • Markey Butler has served as RFTA Vice-Chair for one (1) year and, according to the By-laws, is eligible to serve another one-year term as Vice-Chair. • Staff recommends that Nicole Schoon be elected as Secretary and that Michael Yang be elected as Treasurer/Budget Officer.
Background Info:	See Core Issues.
Policy Implications:	Election of Officers to the RFTA Board is governed by its By-laws. Article VII, Section 7.02 of the By-laws provides that the Board shall elect Officers at the first regular meeting of the Board each year. The Officers are; Chairperson, Vice-Chairperson, Secretary and Treasurer/Budget Officer. The Board may appoint staff members to serve as the Secretary and Treasurer/Budget Officer.
Fiscal Implications:	None.
Attachments:	Yes, please see Resolution 2020-04 on the following page.

Director _____ moved adoption of the following Resolution:

**BOARD OF DIRECTORS
ROARING FORK TRANSPORTATION AUTHORITY
RESOLUTION NO. 2020-04
ELECTION OF RFTA BOARD OFFICERS FOR 2020**

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

Following a motion passed by the Board, the following persons were elected by consensus to serve as Officers of the Roaring Fork Transportation Authority Board of Directors for the year 2020:

_____, as Chairperson;

_____, as Vice-Chairperson;

_____, as Secretary; and

_____, as Treasurer and Budget Officer.

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

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

INTRODUCED, READ AND PASSED by the Board of Directors of the Roaring Fork Transportation Authority at its regular meeting held January 9, 2020.

**ROARING FORK TRANSPORTATION AUTHORITY
By and through its Board of Directors:**

By: _____
Art Riddile, Chairperson

ATTEST: _____
Nicole R. Schoon, Secretary to the RFTA Board of Directors

RFTA BOARD OF DIRECTORS MEETING
“INFORMATION/UPDATES” AGENDA SUMMARY ITEM # 10. A.

CEO REPORT

TO: RFTA Board of Directors
FROM: Dan Blankenship, CEO
DATE: January 9, 2020

RFTA Receives Colorado Business Committee for the Arts: Business for the Arts Award for Rio Grande ARTway Project in Partnership with Carbondale Arts: Way to go Brett Meredith, RFTA Trail Manager!



For Immediate Release
Monday, December 16, 2019

Contact: Meredith Badler
CBCA Program Director
720-428-6720
mbadler@cbca.org

CBCA Announces 2020 Business for the Arts Awards Honorees

Denver - [Colorado Business Committee for the Arts](#) (CBCA) announces 12 honorees for its 2020 [Business for the Arts Awards](#), the only statewide event honoring companies and individuals for their outstanding partnerships and engagement with the arts. CBCA will also be celebrating its 35th anniversary in 2020.

All of the honorees will be celebrated at the [Business for the Arts Awards Luncheon](#), presented by EY and PNC Bank, on Tuesday, March 10, 2020 in the Seawell Grand Ballroom at the Denver Performing Arts Complex. Over 700 corporate, cultural and civic leaders will attend this inspiring, arts-infused event.

“The 2020 Business for the Arts Awards honorees illustrate the variety of shapes and colors that arts and business partnerships can take,” says Christin Crampton Day, CBCA executive director. “Spanning the state, these companies and individuals demonstrate the power of creativity, collaboration and civic engagement.”

2020 Business for the Arts Awards Honorees

The Business for the Arts Awards honorees are exemplary organizations that have gone above and beyond to support the arts and creative industries.

- [America's Mattress of Western Colorado](#), located in Montrose, leverages their financial, business and human resources to help Weehawken Creative Arts produce performances.
- [Anythink Libraries](#), serving Adams County, inspires and facilitates creativity through their open art studio space, interactive public art and welcoming cultural programming.
- [Centura Health's](#) Denver Metro Group (seven hospitals) is fostering a holistic healing environment through live therapeutic music and visual arts to address whole person care.
- [Downtown Denver Business Improvement District](#) is reimagining the urban landscape as a site for engaging art installations by creatively activating alleyways and forgotten spaces in downtown Denver.
- [Mountain Sun Pubs and Breweries](#) have been infused with art for 26 years, from live music and ever-changing creative chalk drawings to activating an empty storefront window with unique rotating installations.
- [Roaring Fork Transportation Authority](#) (RFTA) partnered with Carbondale Arts to create the Rio Grande ARTway, a creative placemaking project that activates a portion of an outdoor trail with cultural and historic arts installations.
- [Youth on Record](#) is advancing economic opportunities and careers in the creative industries, all while advancing youth success through the power of music and art.
- [Zeppelin Development](#) has been incorporating creativity into their projects for 40 years, including artist-in-residence programs, innovative retail models and providing spaces for arts and business to interact.

Funding for the “Meet Me in the Middle” LOVA Trail Project has been approved: At the December 2019 RFTA Board Meeting, the RFTA Board was informed that the “Meet Me in the Middle” LOVA Trail Project was short approximately \$300,000 because the Garfield Federal Mineral Lease District grant application for \$1 million was approved for only \$700,000. However, Garfield County issued a challenge grant to the Trail partners, indicating that the County would contribute \$150,000 to the project if the other partners matched that amount. To meet this challenge, the RFTA Board approved an additional \$75,000 match for the grant, the Town of New Castle contributed an additional \$15,000, and the City of Glenwood Springs approved an additional \$60,000. Now it looks as though this important section of the Trail will be constructed in 2020! Congratulations and many thanks to all of the partners!

Chief Operating Officer October Update: *Kurt Ravenschlag, COO*

RFTA 2040 Implementation Update

Note: Changes from the December Update are highlighted in yellow.

2019 Capital Infrastructure

- Battery Electric Bus Infrastructure – **Project Completed**



Shop Foreman, Blake Shultz Charging an Electric Bus

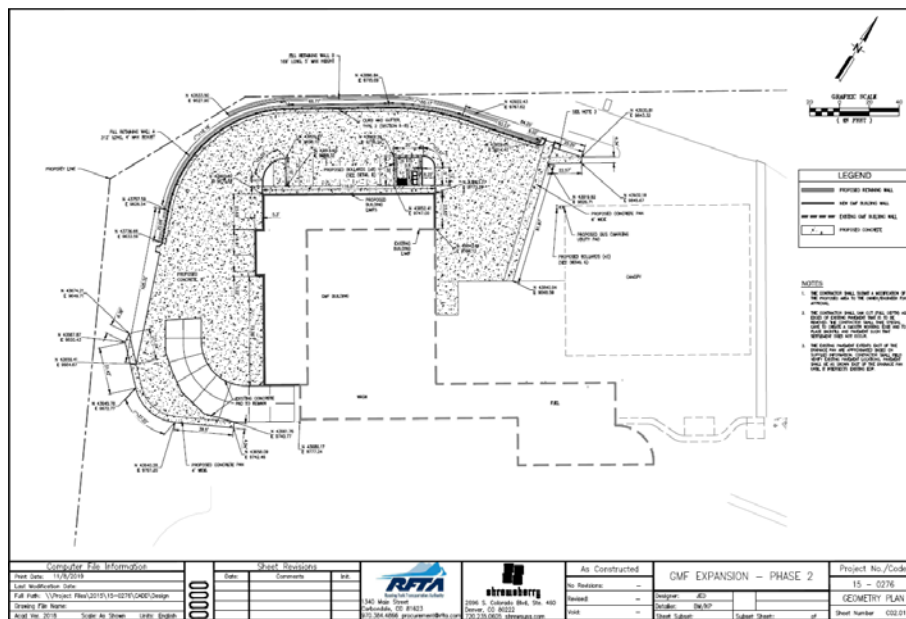
- LOVA Trail
 - Glenwood Springs has spearheaded efforts along with LOVA to pursue a series of grants to construct the LOVA trail from New Castle to Glenwood Springs
 - 2020 draft budget includes **\$175,000** in local match to go towards an FMLD grant that was awarded to Glenwood Springs
 - Maintenance of trail is an outstanding question
- Trail Maintenance (**No change from last report**)
 - ◆ 2019 Bridge deck and sub-structure repairs on Roaring Fork, Emma and Wingo bridges – **Project Completed**



Workers completing deck repairs

- ♦ 2020 draft budget includes \$300,000 to go towards asphalt repair, fencing, rock scaling, shoulder improvements and culvert maintenance
- ♦ 2020 draft budget includes design work to improve Rosebud Trailhead, to include increased parking, vault toilets, lighting and sun shade.
- Mid Valley Stop Improvements **(No change from last report)**
 - ♦ Currently in design and engineering to create improvements for the following Bus Stops to provide ADA accessibility, improved amenities, connectivity and comfort:
 - Sage wood
 - Lazy Glen
 - Aspen Village
 - Holland Hills
 - Catherine Store
 - ♦ Engineering and design to be complete in 2019 with construction in spring of 2020.
 - ♦ 2020 draft budget includes \$1.6 million for construction mid-valley stop improvements.
- Feasibility Study of Grade Separated Pedestrian Crossings of Hwy 82 and 27th St. **(No change from last report)**
 - ♦ Feasibility study to analyze options for above grade and below grade bike/pedestrian crossings of HWY 82 and 27th street – **Project Completed**
 - ♦ Findings from this study will help identify a preferred alternative to inform the Glenwood Springs Alternatives Analysis study.
- Grand Avenue Corridor Study (27th Street Parking Expansion, Glenwood In-line Stations, Transit Center, Extension of BRT Downtown, Connections to 1-70 Corridor)
 - ♦ **Project kick-off meeting conducted Dec. 10, 2019**
 - ♦ Project Scope being Finalized
- Willits Area Parking Expansion **(No change from last report)**
 - ♦ Signage and wayfinding plan in development to guide public and RFTA customers to public parking beneath Whole Foods
 - ♦ RFTA staff is currently working with Basalt town staff to coordinate sign installation
 - ♦ Communications plan in development to help guide customers to this newly identified parking
 - ♦ No appropriations planned at this time
- Aspen Maintenance Facility Expansion Phase 9 (Replace Fuel Farm) **(No change from last report)**
 - ♦ Land Use and Permitting expected to be complete by January 2020

- ♦ Construction Procurement completed by March 2020
- ♦ Construction of Fuel Farm April 2020 – November 2020
- Glenwood Maintenance Facility (GMF) Expansion
 - ♦ RFTA is finalizing design on Phase 2 of the Glenwood Maintenance Facility expansion of the vehicle maintenance area.



Draft Plans for GMF Vehicle Maintenance bay Expansion

- ♦ Construction anticipated to begin Spring 2020
- ♦ RFTA received \$1,581,460 of State/Federal grant funding to go towards vehicle maintenance expansion at the GMF
- ♦ RFTA made an offer to the City of Glenwood Springs to purchase the Glenwood Municipal Operations Center
- ♦ The City of Glenwood Springs is placing the question of whether the City can sell this property to RFTA on a special election in April 2020
- Replacement Office/Housing in Carbondale (**No change from last report**)
 - ♦ Programming for employee housing continues
 - ♦ 2020 draft budget includes \$1 million for site master planning
- WE-Cycle (**No change from last report**)
 - ♦ Over the course of the last year it has been identified that WE-cycle, in their current state, does not have the capacity to expand their services beyond their current scope of services in Aspen and Basalt.
 - ♦ Over the last few months, RFTA and WE-cycle have been exploring and vetting a future partnership in which WE-cycle and its bike share services would be integrated into RFTA to provide more capacity for bike share expansion throughout the RFTA service area.
 - ♦ RFTA and WE-cycle continue planning of Carbondale and GWS Bike Share deployment.

2019 Service Delivery

- 30 Minute Peak Hogback Service
 - ♦ **New service launched December 14, 2019!!**
 - ♦ 30 additional trips added to the Hogback Schedule for Winter

It's Here

MORE RFTA SERVICE TO NEW CASTLE!

STARTING DECEMBER 14

www.rfta.com/newcastle

Advertising of new schedule for Grande Hogback Service

- Service Increase, 30-minute Valley Service w/ Enhanced Snowmass Service – **Completed as of April 22, 2019**
- Service Increase, Weekend BRT (Spring/Fall) w/ Enhanced Carbondale Circulator – **Completed as of April 22, 2019**
- Better transit service connections to Snowmass Village on Brush Creek Road – **Completed in 2018**

2019 Bus Procurement

- 8 New Flyer Excelsior Battery Electric Buses (**No change from last report**)
 - ♦ On December 3, 2019 RFTA and the City of Aspen deployed eight all electric buses into revenue service – **Project Completed**



Battery electric bus on Hunter Creek Route December 3

Battery electric bus on Hunter Creek Route December 3

- 10 Gillig Clean Diesel, Low Floor Buses (**No change from last report**)
 - ♦ All 10 buses have been received and being prepared for revenue service – **Project Completed**



New 2019 Gillig Buses

- 6 Motor Coach Buses (**No change from last report**)
 - ♦ RFTA is developing RFP to purchase 6 two door, low floor coaches
- 2020 draft budget includes funding for 10 replacement buses and 5 expansion buses. (**No change from last report**)

Planning Department Update – David Johnson, Director of Planning

Please see the “1-9-20 Planning Department Update.pdf” included in the January 2020 RFTA Board Meeting Portfolio.pdf, attached to the email transmitting the RFTA Board Meeting Agenda packet.

2019 Actuals/Budget Comparison (November YTD)

2019 Budget Year				
General Fund	November YTD			
	Actual	Budget	% Var.	Annual Budget
Revenues				
Sales and Use tax (1)	\$ 20,196,983	\$ 19,779,512	2.1%	\$ 25,176,000
Property Tax	\$ 8,725,040	\$ 8,662,000	0.7%	\$ 8,662,000
Grants	\$ 4,185,738	\$ 4,185,338	0.0%	\$ 14,393,741
Fares (2)	\$ 4,813,936	\$ 4,655,336	3.4%	\$ 5,151,000
Other govt contributions	\$ 4,421,251	\$ 4,418,485	0.1%	\$ 4,895,906
Other income (3)	\$ 1,174,594	\$ 734,613	59.9%	\$ 804,300
Total Revenues	\$ 43,517,541	\$ 42,435,285	2.6%	\$ 59,082,947
Expenditures				
Fuel	\$ 1,492,539	\$ 1,659,535	-10.1%	\$ 1,833,277
Transit	\$ 20,801,287	\$ 21,199,967	-1.9%	\$ 24,153,005
Trails & Corridor Mgmt	\$ 413,982	\$ 403,855	2.5%	\$ 589,025
Capital	\$ 9,361,577	\$ 9,260,704	1.1%	\$ 23,236,905
Debt service	\$ 801,144	\$ 801,144	0.0%	\$ 1,551,321
Total Expenditures	\$ 32,870,529	\$ 33,325,206	-1.4%	\$ 51,363,533
Other Financing Sources/Uses				
Other financing sources	\$ 235,870	\$ 235,870	0.0%	\$ 305,978
Other financing uses	\$ (2,143,505)	\$ (2,143,505)	0.0%	\$ (2,506,742)
Total Other Financing Sources/Uses	\$ (1,907,635)	\$ (1,907,635)	0.0%	\$ (2,200,764)
Change in Fund Balance (4)	\$ 8,739,378	\$ 7,202,444	-21.3%	\$ 5,518,650

(1) Timing issue, as Sales tax revenue is received 2 months in arrears (i.e. September sales tax is received and recorded in November).

(2) Through November, fare revenue is up 2% and ridership is up at 3% compared to the prior year. Over the course of the year, the timing of bulk pass orders by outlets and businesses can affect the % change. The chart below provides a YTD November 2018/2019 comparison of actual fare revenues and ridership on RFTA regional services:

Fare Revenue:	YTD 11/2018	YTD 11/2019	Increase/ (Decrease)	% Change
Regional Fares	\$ 3,929,324	\$ 4,086,487	\$ 157,163	4%
Maroon Bells	\$ 753,761	\$ 701,300	\$ (52,461)	-7%
Total Fare Revenue	\$ 4,683,085	\$ 4,787,787	\$ 104,702	2%
Ridership on RFTA Regional Services*:	YTD 11/2018	YTD 11/2019	Increase/ (Decrease)	% Change
Highway 82 (Local & Express)	863,846	852,975	(10,871)	-1%
BRT	831,919	916,922	85,003	10%
Carbondale Shuttle	134,982	138,085	3,103	2%
SM-DV	57,074	61,700	4,626	8%
SM-INT	210,712	202,832	(7,880)	-4%
Grand Hogback	94,399	92,730	(1,669)	-2%
Maroon Bells	243,165	233,556	(9,609)	-4%
Total Ridership on RFTA Fare Services	2,436,097	2,498,800	62,703	3%
Avg. Fare/Ride	\$ 1.79	\$ 1.80	\$ 0.01	1%
Avg. Fare/Ride MB	\$ 3.10	\$ 3.00	\$ (0.10)	-3%

* Excludes Aspen-Snowmass Regional service which is fare-free due to EOTC contributions.

(3) Includes one-time refund of legal fees, in the amount of \$300,000 related to the RFTA v. Michael Baker International, Inc. et al. settlement, that were not budgeted.

(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 budget.

RFTA System-Wide Transit Service Mileage and Hours Report

Transit Service	Mileage November 2019 YTD				Hours November 2019 YTD			
	Actual	Budget	Variance	% Var.	Actual	Budget	Variance	% Var.
RF Valley Commuter	3,735,794	3,757,988	(22,194)	-0.6%	169,057	168,666	392	0.2%
City of Aspen (1)	509,080	552,841	(43,761)	-7.9%	57,981	59,855	(1,874)	-3.1%
Aspen Skiing Company	209,092	232,028	(22,936)	-9.9%	15,899	15,501	398	2.6%
Ride Glenwood Springs	108,596	109,923	(1,327)	-1.2%	9,004	8,974	31	0.3%
Grand Hogback	193,392	196,092	(2,700)	-1.4%	7,704	7,696	9	0.1%
Specials/Charters	12,439	11,832	607	5.1%	1,021	1,083	(62)	-5.7%
Senior Van	17,989	17,706	283	1.6%	1,619	1,652	(33)	-2.0%
MAA Burlingame	23,676	23,646	30	0.1%	1,680	1,663	18	1.1%
Maroon Bells (2)	77,385	87,201	(9,816)	-11.3%	6,404	6,941	(538)	-7.7%
Total	4,887,443	4,989,256	(101,813)	-2.0%	270,369	272,030	(1,661)	-0.6%

(1) Budget includes Brush Creek to Rubey Park Shuttle as part of SHIFT, which the City subsequently decided not to run.

(2) Started one week later than budgeted in June.

Roaring Fork Transportation Authority System-Wide Ridership Comparison Report

Service	Nov-18 YTD	Nov-19 YTD	# Variance	% Variance
City of Aspen	1,250,846	1,294,600	43,754	3.50%
RF Valley Commuter	2,384,188	2,476,752	92,564	3.88%
Grand Hogback	94,399	92,730	(1,669)	-1.77%
Aspen Skiing Company	447,776	476,636	28,860	6.45%
Ride Glenwood Springs	156,124	149,351	(6,773)	-4.34%
X-games/Charter	35,486	53,012	17,526	49.39%
Senior Van	3,540	3,524	(16)	-0.45%
MAA Burlingame	62,844	65,053	2,209	3.52%
Maroon Bells	243,165	233,556	(9,609)	-3.95%
GAB Transit Mitigation Svcs.	-	-	-	N/A
Total	4,678,368	4,845,214	166,846	3.57%

Subset of Roaring Fork Valley Commuter Service with BRT in 2019

Service	YTD Nov 2018	YTD Nov 2019	Dif +/-	% Dif +/-
Highway 82 Corridor Local/Express	863,846	852,975	(10,871)	-1%
BRT	831,919	916,922	85,003	10%
Total	1,695,765	1,769,897	74,132	4%

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

**Facilities and Bus Stop Maintenance December 9, 2020
Capital Projects Update**

Projects currently under construction:

Rio Grande Trail Improvements:

- Mueller construction continues to work to repair the undermining of the bridge abutments of the Sopris creek bridge. Due to the cold weather during December and the Holidays at the end of the month, the work is taking longer than anticipated. The revised end date for the construction is January 30.

Construction projects completed to in 2019:

Staff has completed the following construction projects in 2019.

- The remodeling of unit 6 and cabin 1 at the Parker house has been completed.
- The remediation of the damage done by the raccoons at the CMF has been completed.
- BEB charging systems have been installed
- Blue Lake bus stop construction and rehab project has been completed
- Parker House water delivery system replacement and sewer line repair.
- The roof replacements and repairs at the AMF and GMF facilities have been completed.
- The BEB charging and fall protection projects have been completed.

Construction projects currently out to bid:

- There are no projects currently out to bid.

Construction projects currently in the design process:

- AMF tank farm replacement project is ready to go out to bid with an anticipated start date of April 1, 2020.
- The GMF phase 2 expansion project plan set and spec package is at 95% and currently under review by staff. Staff was also successful in gaining approval for the project from the GWS P&Z committee.
- Rio Grande trail design standards. The final version of the Rio Grande trail standards has been submitted to staff for one last review before they are final.
- Design of the HVAC upgrades necessary to allow CNG buses to be serviced at the AMF and upgrades to both the AMF and GMF building automation systems (BAS). The plan set is currently at 60% design.
- Staff has added additional scope to the Destination 2040, 5 Mid Valley Bus Station Improvement project to add the design of two bus stops at JW drive and El Jebel road in El Jebel. Staff also had to add scope to re-design the Sagewood bus stops based on the comments staff received from CDOT regarding the project. CDOT has plans to remove and replace the signals at this intersection and that plan influenced the working design for these stops.
- 27th street pedestrian crossing conceptual study has been completed. This study analyzes several options for a grade separated crossing at 27th street in Glenwood Springs for both the Rio Grande Trail crossing of 27 and a pedestrian crossing of Highway 82. The study looks at the feasibility of both overpasses and underpasses for each crossing.

Facilities, Rail Corridor & Trail Update RFTA Railroad Corridor

Right-of-Way Land Management Project: Along with its legal and engineering consultants, RFTA staff is and will be working on the following tasks in 2020:

- Staff has begun to utilize a new review process for projects proposing to make use of the Railroad Corridor. This process allows staff to have railroad and legal experts review, assess and report on proposed development impacts along the Railroad Corridor along with making recommendations - regarding potential mitigation for the impacts that RFTA can provide to permitting jurisdictions. (Ongoing)

Staff is in the process of approaching every adjacent, unlicensed property owner and working with them to get a license in place for access across, or encroachments into the RFTA Railroad Corridor. (Ongoing)

Staff is also working on several ditch issues by completing some research on the rights of the ditch owners vs. the rights of the Railroad Corridor owner, as it relates to ditch spoils and weed management of the ditches. (Ongoing)

- **Recreational Trails Plan (RTP)** – The Planning Department and Facilities departments are working

collaboratively with regional stakeholders to update the 2005 Recreational Trails Plan (RTP). Following unanimous RFTA Board adoption of the Access Control Plan (ACP) in early 2018, the RTP is the second component plan of the larger Corridor Comprehensive Plan that guides management of the entire Rio Grande Railroad Corridor from Glenwood Springs to Aspen. (Ongoing)

- **Federal Grant Right of Way (fgrow) project** – Staff continues to identify and approach adjacent property owners located in the fgrow areas in an attempt to negotiate the exchange of Bargain and Sale deeds. (Ongoing)
- **Covenant Enforcement Commission (CEC)** – Staff completed the annual CEC assessment of the Railroad Corridor on September 19th and 20th. **The annual CEC meeting was held October 24, 2019. A presentation with CEC recommendations to the RFTA Board will be made at the February 13, 2020 meeting.**

As a reminder, the CEC was established because of an agreement between RFTA's predecessor, the Roaring Fork Railroad Holding Authority ("RFRHA"), and the Board of Trustees of Great Outdoors Colorado ("GOCO"). GOCO provided funds for the purchase of the Corridor in 1997. Originally, RFRHA was required to place a conservation easement on the entire Corridor. Based on concerns about securing federal funding for future RFRHA transportation projects, the Conservation Easement was removed from the entire 33.4 miles of the Corridor and replaced with Restrictive Covenants, in ten discrete areas. The obligations of the Restrictive Covenants now belong to RFTA. GOCO allowed modification of its original grant agreement in return for RFRHA managing the restrictive covenants and setting up the CEC. The CEC is made up members from the original members of RFRHA, Pitkin County Open Space and Trails (POST) and two at-large community members that reside in Pitkin County and Eagle County. In practice, a consultant with familiarity with the Corridor and the Covenants performs an inspection of the Conservation areas and presents a report to the CEC. The CEC then reviews the report and sends a letter of recommendations to the RFTA Board for review.



Rio Grande Trail Update

- Staff is busy with winter maintenance and already preparing for this year's projects.
- Mueller Construction is still working to finish the Sopris Creek/Emma Bridge Repair Project.
 - Staff completed the first year long trail etiquette campaign using RFTA social media. Staff will review the project and see what worked and where we can improve. The tagline for the campaign is "Connect Protect Respect" and you can find out more here: www.riograndetrail.com
 - Staff hired DHM to perform a vegetation analysis and to put together a revegetation plan for the corridor.
 - ◆ A draft is due any day now.
 - Staff has been researching and trying equipment to find the best mower for keeping the shoulders and intersection sight lines clear.
 - ◆ We are upgrading our skidsteer and procuring a couple of implements.
- The wildlife section has closed for the winter and will re-open on April 30, 2020 at 5:00pm.
- Staff continues working with Carbondale Arts to beautify the corridor through Carbondale, called the Rio Grande ArtWay.
 - ◆ ***RFTA is being honored as a "Business for the Arts"! Carbondale Arts nominated RFTA and we are being recognized by the Colorado Business Committee for the Arts. "Honorees will be***

celebrated for their innovative partnerships, generous philanthropy, creative businesses and stellar leadership across the state.” Judging by some previous honorees, we are in some good company!

- ♦ Staff is grateful for the opportunity to be involved in such meaningful work like the ArtWay, and we are getting lots of positive feedback from the community.
- ♦ Please go to <https://cbca.org/> to learn more.