

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

TIME: 8:30 a.m. – 11:30 a.m., Thursday, January 12, 2017

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

(This Agenda may change before the meeting.)

	Agenda Item	Policy	Purpose	Est. Time
1	Call to Order / Roll Call:		Quorum	8:30 a.m.
2	Executive Session:			
	A. <u>One Matter:</u> Paul Taddune, General Counsel: Pursuant to C.R.S. 24-6-402 (4)(b): Update regarding A. Fulstone lawsuit		Executive Session	8:31 a.m.
3	Approval of <u>Minutes:</u> RFTA Board Meeting, November 10, 2016, 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	8:55 a.m.
6	Consent Agenda:			9:05 a.m.
	A. The <u>Consolidation</u> and Relocation of the Rock Ford Ditch Laterals as they Cross the Bank Property in Carbondale, Carbondale - Michael Hermes, Director of Facilities and Dan Blankenship, CEO, page 12	2.3.7	Approve	
	B. Alpine <u>Bank</u> Resolutions Approving Agents and Authorizations for RFTA's bank accounts (General, Payroll, Short Term Investment) held with Alpine Bank – Michael Yang, CFAO, p. 13	2.3.11	Approve	
	C. <u>Collection</u> Agreement Between the Roaring Fork Transportation Authority and the USDA, Forest Service White River National Forest – Michael Yang, CFAO, page 14	2.8.9	Approve	
	D. <u>Garfield</u> County GAB Transit Mitigation Grant – Dan Blankenship, CEO, page 16	4.24	Approve	
	E. <u>Resolution</u> 2017-01: Supporting the Application for a Grant from the Colorado Department of Local Affairs (DOLA) Energy Mineral Impact Assistance (EMIA) Program for the incremental cost of three (3) Compressed Natural Gas (CNG) on Two (2) RFTA Transit Buses and (1) Traveler Shuttle – Jason White, Assistant Planner and Dan Blankenship, CEO, page 17	2.8.9	Approve	
7	Presentation/Action Items:			
	A. <u>Rio</u> Grande Railroad Corridor Access Control Plan Update – Angela Henderson, Assistant Director of Project Management and Facilities Operations, and Dan Blankenship, CEO, page 20	1.1	Discussion/ Direction	9:10 a.m.
	B. <u>Integrated</u> Transportation System Plan Update – Ralph Trapani, Parsons Transportation Group; David Johnson, Director of Planning; Dan Blankenship, CEO, page 21	4.2.1	Discussion/ Direction	10:00 a.m.
8	Public Hearing:			
	A. Resolution 2017-02: 2017 <u>Supplemental</u> Budget Resolution; Michael Yang, CFAO, page 27	4.2.5	Approve	10:50 a.m.
	(Agenda Continued on Next Page)			

	Agenda Item	Policy	Purpose	Est. Time
9	Board Governance Process:			
	A. Resolution No. 2017-03: Election of RFTA Board Officers for 2017 - Paul Taddune, General Counsel, page 31	4.2.2.C	Election	11:00 a.m.
10	Information/Updates:			
	A. CEO Report – Dan Blankenship, CEO, page 33	2.8.6	FYI	11:10 a.m.
11	Issues to be Considered at Next Meeting:			
	To Be Determined at January 12, 2017 Meeting	4.3	Meeting Planning	11:20 a.m.
12	Next Meeting: 8:30 a.m. – 12:00 p.m., February 9, 2017 at Carbondale Town Hall	4.3	Meeting Planning	11:25 a.m.
13	Adjournment:		Adjourn	11:30 a.m.

Mission/Vision Statement:

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

Values Statements:

- ✓ **Safe** – Safety is RFTA’s highest priority.
- ✓ **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.
- ✓ **Sustainable** – RFTA will be environmentally responsible.

**ROARING FORK TRANSPORTATION AUTHORITY
BOARD MEETING MINUTES
November 10, 2016**

Board Members Present:

Jacque Whitsitt (Town of Basalt); Michael Owsley (Pitkin County); Mike Gamba-Vice-Chair (City of Glenwood Springs); Markey Butler (Town of Snowmass Village); Steve Skadron (City of Aspen); Ben Bohmfalk (Town of Carbondale)

Voting Alternates Present:

Kathy Chandler Henry (Eagle County); Greg Russi (Town of New Castle)

Non-Voting Alternates Present:

George Newman (Pitkin County); Dan Richardson (Town of Carbondale)

Staff Present:

Dan Blankenship, Chief Executive Officer (CEO); Paul Taddune, General Counsel; Kelley Collier, Chief Operating Officer (COO); Mike Hermes, Angela Henderson, Amy Burdick, Facilities & Trails Department; David Johnson, Planning Department; Mike Yang, Finance Department; Nicole Schoon, Board Secretary

Visitors Present:

Emzy Veazy III, (Citizen); Ralph Trapani; John Kruger (City of Aspen), Colin Szewczyk, Garfield County, Robbie O'Meara (Citizen)

Agenda

1. Roll Call:

Michael Gamba, Vice Chair, declared a quorum to be present (8 member jurisdictions present) and the meeting began at 8:33 a.m.

2. Executive Session

A. Two Matters: Paul Taddune, General Counsel:

Michael Gamba read the topics and legal justifications of the scheduled Executive Session prior to the motion to adjourn into Executive Session:

Pursuant to C.R.S. 24-6-602 (4)(b)(1): Sos and Carroll Litigations

Jacque Whitsitt moved to adjourn into Executive Session and Ben Bohmfalk 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, Paul Taddune, Mike Hermes, Angela Henderson, David Johnson, Kelley Collier and Nicole Schoon.

Jacque Whitsitt moved to adjourn from Executive Session into the regular Board Meeting and Kathy Chandler-Henry seconded the motion. The motion was unanimously approved.

No action was taken during the Executive Session. The Executive Session adjourned at 8:37 a.m.

3. Approval of Minutes:

Markey Butler moved to approve the minutes of the October 13, 2016 Board Meeting and Michael Owsley seconded the motion. The motion was unanimously approved (Mike Gamba did not attend the October 2016 Board meeting and abstained from voting).

4. Public Comment:

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

Emzy Veazy III re-submitted a five-page testimony that was not included in the minutes and re-submitted the one-page proposal which are both on file at the RFTA offices.

Robbie O'Meira thanked RFTA for helping her work out an agreement for her property. She encouraged the Board to continue the policy discussions on the Rio Grande Right of Way to avoid costly, litigious lawsuits against current owners that may have conflicts.

5. Items Added to Agenda – Board Member Comments:

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

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

Blankenship introduced the new Executive Assistant and Regulatory Compliance Officer, Nicole Schoon, who was selected as Edna Adeh's successor. Blankenship also asked to recognize 12-year Board member and Alternate, Michael Owsley, for his service, and presented him with a gift. Owsley said this was his favorite Board to serve on because of the Board's regional focus and mission. Whitsitt and Skadron complimented and thanked Owsley for his service. Skadron congratulated Richardson, Newman and Chandler-Henry for their re-elections.

Basalt Underpass: Newman reminded everyone of the Basalt underpass project, and to be patient with the construction impacts. Owsley requested that if possible, some provisions should be made for bus priority. Owsley said that the people directing traffic at the project site do not seem to be official and do not seem to follow uniformed rules: "Some random Joe directing traffic will not work," Owsley said. Hermes will discuss it with Project Manager Nick Senn and research possible solutions.

WE-Cycle: Chandler-Henry noted that Eagle County has set aside \$50,000 for WE-cycle to help fund the bike share effort in the mid-valley area.

Employer Roundtable for GAB: Gamba highlighted the Employer Roundtable group for the Grand Avenue Bridge project. This is an effort to get the major employers involved with communication, education and mitigation. The next meeting is Monday, November 14 at Glenwood Springs City Hall. He hopes that employers will consider adjusted work schedules and other potential Transportation Demand Management measures during the Bridge project. Whitsitt reported that the schools in Basalt alone generate 1,200 car trips during rush hour in Basalt, so it might be helpful to enlist the schools as additional resources.

6. **Consent Agenda:**

- A. **Roaring Fork Transportation Authority to City of Glenwood Springs 14th Street Pedestrian Stairs and Landing Easement Agreement** – Dan Blankenship, CEO
- B. **Resolution 2016-14: Supporting the Application for a Grant from the Colorado Department of Local Affairs (DOLA) Energy Mineral Impact Assistance (EMIA) Program for the Incremental Cost of Three (3) compressed Natural Gas (CNG) Engines on Two (2) RFTA Transit Buses and One (1) Traveler Van** – Jason White, Assistant Planner
- C. **Correction and Extension of CEO Employment Agreement** – Dan Blankenship, CEO
- D. **Alpine Bank ACH Origination/Third Party Sender Service Agreement – Renewal; and Alpine Bank Wire Transfer Service Agreement – Renewal** – Paul Taddune, General Counsel and Mike Yang, Director of Finance
- E. **Resolution 2016-15: Appointment of Secretary to RFTA Board of Directors** – Dan Blankenship, CEO

Whitsitt moved to approve the consent agenda in its entirety and Gamba seconded the motion. The motion was approved unanimously.

7. **Public Hearing Items:**

- A. **Resolution 2016-16: 2016 Supplemental Budget Appropriation Resolution** – Michael Yang, Director of Finance

Yang stated that the overall impact of the adjustments would be to raise fund balance by approximately \$500,000.

The Chair opened and closed the Public Hearing. Owsley moved to approve the 2016 Supplemental Budget Appropriation, the motion was seconded by Skadron, and it passed unanimously.

- B. **Resolution 2016-17: Adoption of 2017 RFTA Budget and Resolution 2016-18: Appropriating Sums of Money for the 2017 Budget Year** – Michael Yang, Director of Finance

Michael Yang directed the Board's attention to the information on Resolutions 2016-17 and 2016-18, beginning on page 20 of the Board Agenda packet, and to the attached 2017 RFTA Budget document and budget summary presentation included in the Meeting Portfolio. He asked the Board to approve and adopt the proposed budget.

Significant progress has been made on a number of capital projects; however, the approximate 60% drop in the capital fund balance for Facilities is mainly attributable to the timing and schedule of projects. RFTA advanced funding from the capital reserve for the New Castle and West Glenwood Park & Rides, which will be reimbursed from bond proceeds in 2017. As part of a strategy to refurbish the fleet and extend the service life of vehicles for up to five years and, in lieu of outright replacement, transit capital reserves are being utilized to refurbish 5 transit buses. RFTA expects that approximately \$700,000 will be added to the General Fund balance in 2017, subsequent to the reimbursement from bond proceeds.

Bonds will support Phase 1 of the Glenwood Springs Maintenance Facility (GMF) renovation and expansion. Stage 3 of the ITSP is not included in the budget, but will be included in a supplemental budget appropriation resolution, subject to Board approval.

Similar to last year, one of RFTA's goals is to work with legislature to extend property tax authority. Owsley asked what the plan was for working with the Colorado Legislature to extend the Regional Transportation Authority 5 mill property tax authority. Blankenship indicated that RFTA would be working with the Colorado Association of Transit Agencies (CASTA) and its lobbyist and try to develop a coalition of other Transportation Authorities to support the amendment. Diane Mitsch-Bush is likely to sponsor on the House side, and Kerry Donovan, on the Senate side. Last year it passed in the House, primarily because of the Democratic majority, but failed in the Senate, feedback received was that the extension was too long. Support from other RTAs will be solicited, but Republicans seem reluctant to approve anything that appears to increase taxes and if they hold a majority it may be difficult to approve.

Owsley clarified that the proposed legislation merely extends property tax authority; the voters must ultimately approve any tax increases, Blankenship concurred. When we lobby the legislature, said Owsley, we can make the point that we have to rely less on Federal funds. Blankenship responded that it seems likely that the Federal government might reduce transit funds even more. Richardson inquired how Federal funding for transit has changed over the years. Blankenship explained that it has fluctuated, between 2008 and 2013, during recovery from the recession, there were various infrastructure-related grant sources associated with the Recovery Act that could be utilized. Those have since dried up and now RFTA is limited to FTA Section 5311 (rural formula) funding, and going forward there may be a reduction of those 5311 funds and possibly even State funds.

The cost of Grand Avenue Bridge (GAB) mitigation, said Yang, has increased by about \$150,000, primarily due to the fact that RFTA is planning for a 117-day closure, and intends to operate the service 7 days per week for consistency. Blankenship stated that RFTA would request 50% of the overall additional amount from the Garfield County Board of County Commissioners, and was optimistic that the County Commissioners Board would fund at least a portion of the increase. Butler suggested that RFTA convene a summit in the upper valley to focus on ways to help commuters, such as enhancing bus service or creating housing at Brush Creek. Workers should not be subjected to a 3-hour commute during the GAB project, said Butler. Blankenship responded that RFTA is working with Snowmass to develop a service plan that will potentially increase transit service on Brush Creek.

Yang reported that farebox recovery rate is about 22%, including the contribution from EOTC for fare-free service. Gamba asked how RFTA compares nationally for farebox recovery. Yang stated that RFTA is in the mid-20% range, but it is difficult to compare RFTA's farebox return (or anything about RFTA) to other agencies, Blankenship added that RFTA's fares are fairly pricey. Feedback received stated that on average fares are too high (even those passengers on fare-free services reported that fares were too high). People may choose to drive as a result of high fare prices, however; people are looking at out of pocket costs only, not the overall cost to drive.

Yang and Blankenship discussed General Fund Operating Reserves, (page 19), and stated that RFTA has an operating reserve policy and a capital replacement policy. Blankenship suggested to the Board that the financial policies could be re-assessed as part of the policy discussions. In 2014, RFTA used BRT Special Revenue Fund (SRF) reserves to repay bonds and pay other BRT related capital costs. Funds were put in the SRF to ensure they were not used for non-BRT activities. RFTA's reserves of \$6.5 million slightly exceed a two-month average of operating expenditures of about \$6.0 million. Whitsitt asked how many months operating services other agencies maintain. Gamba reported approximately 3 months for the City of Glenwood Springs; Chandler-Henry stated 3-4 months for Eagle County; Riddle stated about 3-4 months for New Castle; Bohmfalk and

Richardson said about one year for Town of Carbondale, primarily because the Town has two sources of revenue. Gamba said that RFTA's 16% reduction in sales tax revenue for 15 months in 2008-2009 was not as severe as what the City of Glenwood Springs experienced. Whitsitt stated that RFTA's primary revenue is from sales tax and that RFTA could be easily threatened with tax revenue reductions. While there is a 2-month lag in sales tax revenue, RFTA can forecast and take conservative measures when needed, such as freezing wages, paring back services, and using unrestricted funds to weather the economic storms.

Referring to the Long Range Financial Forecast Overview (page 21), Yang stated that one of RFTA's greatest financial challenges is bus replacement. If RFTA can secure 25% funding through grants, there is still a decreasing fund balance; and at some point reserves will start to be spent. Scenario 2, pages 27-28 shows Fund Balance impacts with a 1 mill property tax. There are still peaks and valleys, but successfully replacing aging buses while replenishing reserves and maintaining operating reserves can be achieved. Richardson indicated the message is not that RFTA needs more money, but that RFTA is trying to be more self-sustaining, particularly in response to issues with State and Federal funding. Blankenship added that RFTA can also look at lease purchase financing and other strategies to minimize the additional revenue required.

Whitsitt asked about the status of the Capital Improvement Plan. Hermes responded that Asset Management Software to monitor the condition of RFTA's major assets has been implemented. Whitsitt asked about efficiency studies. Blankenship responded that the latest study was done through the ITSP, and it is available on RFTA's web site. It allows individuals to look at the current routes and see what are most and least productive. RFTA is looking at optimizing BRT, it is not as efficient during mid-day; one possibility is reducing frequency to 30 minutes during off peak times. The ITSP will help the Board determine whether RFTA should live within its means, maintain the status quo, or expand to meet public demands (and if so where and how). Once the ITSP process is completed, said Whitsitt, perhaps getting a community group together or providing surveys to collect a broad spectrum of opinions, because non-specific ballot questions fail. Blankenship said that RFTA would do surveying and polling because passenger surveys alone do not always give the best overall views of the public. The biggest challenge, said Owsley, is that there may be a disconnect between the interest of property owners (the taxpayers themselves) and the passengers.

Regarding the legal costs of the Rio Grande Rail Corridor, Blankenship said that RFTA does not have a plethora of lawsuits however, there is one legal issue still pending on the corridor. There was one lawsuit on the corridor, 12 years ago. An individual was making improvements on the corridor, and the lawsuit was settled in RFTA's favor.

Taddune said that the bus rollover really involved a lot of legal resources, and accidents are unpredictable, one day everything is alright, and then it is not. Another issue is process, everything is going from substance into process, and process issues are not value-added. The bus accident will be settled soon.

Whitsitt opened the Public Hearing and asked for any comments from the public.

Emzy Veazy, III said 'no to more property taxes, sales taxes, other people's money, or other taxpayer's money, RFTA can obtain more money from advertising. The Town of Snowmass Village has the highest taxes in the state. When I graduated from Fordham, my professor said you can gauge the economy by the advertising on buses, RFTA should advertise at bus shelters and on the transit televisions. There is enough revenue that you can capture and I expect you to use the transit televisions to capture it. RFTA needs to expand and improve its use of new and old revenue sources, and that is the key to increasing revenue. RFTA has so much volatility, and it can't cover itself for the year.'

The public hearing was closed.

Russi asked what RFTA does with advertising. Blankenship responded that RFTA has a contract with TIGA for on-board bus ads, it used to be done in-house, but it is very labor intensive. Exterior advertisements have been discussed; however, the consensus of the Board is to not go that route. The Board is open to wraps if they are attractive and not just a blatant advertisement, but that program will take a lot of work and will take time to attract advertisers. Veazy III did distribute some materials on Transit TV, but discussions with LA Metro to see what sort of revenues it has generated have not been completed yet. There are a lot of passengers, the question is how much time those individuals spend looking at print ads. The option of transit TV will be looked at in more detail to determine its effectiveness.

Owsley made a motion to approve the 2017 budget, Whitsitt seconded it, and the motion was unanimously approved.

8. Presentation/Action Items:

A. Prioritization of Board Policy Issues for Future Board Meetings – Dan Blankenship, CEO

The Board asked RFTA staff to review and prioritize potential policy issues, said Blankenship, and bring them back for comment. Whitsitt had asked about the RFTA's role in WE-Cycle, for instance: whether it's an annual funding commitment or something else. The Board has inquired about how much RFTA should keep in operating reserves, what special fund revenue uses would be, and debt management.

Regarding the policy on closure of the Rock Bottom Ranch section of the trail for wildlife migration and habitat, Jonathan Lowsky was hired to assess the impacts on wildlife each year and he suggested a longer closure period. However, some people would like the trail open year-round for Nordic skiing and other uses, and question how effective and important the closure is. At the next Board Retreat in June, it can be determined what the Board wants to focus on. Another issue is alcohol on buses: The Board adopted a policy that prohibits people from boarding buses with open containers. Once on the bus, drivers are not expected to police alcohol use; their job is to drive the bus safely. Some passengers may have a beer or two, and they do not flaunt it. The issue is not necessarily alcohol consumed on the bus, but over-consumption before boarding the bus and the behavior that results.

RFTA currently is working on adding law enforcement staff at Rubey Park and weeding out potential troublemakers before they board the buses. In order to be able to spot people who consume alcohol, some agencies enforce disallowing any food and beverages. There are people that question the permissiveness of RFTA's alcohol policy, but people have long commutes and we want them to be comfortable by allowing them to eat food and drink beverages, within reason.

Another policy issue is the annual amount allocated to quasi-governmental and non-profit grantees; the amount is above the \$50,000 threshold this year. Other policy issues relate to enforcement whether RFTA should seek its own enforcement powers for bus security and trail management purposes. Blankenship stated the list of policy issues he developed may not be the most important ones from the Board's perspective, or be in the right order for Board discussions, but he encourage Board members to be thinking about the policy issues they would like to bring forward. Blankenship said that feedback on the list of proposed policy issues could be provided now or discussed at a future meeting.

Bohmfolk suggested discussing the Rio Grande Trail policy concerns first. The alcohol and security policies seem interrelated and should be discussed together. Another Board member added that there are complaints consistently about late night buses, so it would be appropriate to discuss

alcohol and security issues and actively reinforce the decisions made. Newman suggested that the Board Chair work with staff to plan and prepare the issues for future meetings to ensure an effective discussion.

B. Integrated Transportation System Plan Update (ITSP) – Ralph Trapani, Parsons Transportation Group (PTG)

Stage 2 of the ITSP is underway, and is focused on ridership forecasting, reported Trapani. The Stage 3 scope and budget is also being developed. Stage 3 is intended to develop service plans and alternatives. The transit forecasting tool will be based on population and employment estimates from the US Census. In addition, PTG has completed a Land Use Study based on a review of over 30 land use plans that look at the location and extent of future residential and commercial activity in the region. This information will also be considered in the forecasting process. The ITSP team has conducted meetings with the Valley Settlement Project, Valley View Hospital, and Aspen Ski Company to gather feedback.

In addition to population and employment data, Trapani said that RFTA has contracted with a company called AirSage to obtain mobile phone data, stripped of identity of cell phone users, that monitors travel patterns. It is a wealth of data and it is exciting to have this to use for transit planning. Overall, the data and the algorithms appear to provide an accurate depiction of travel behavior, however, visitor trips to Aspen appear to be understated and AirSage is reviewing that concern.

The general process is as follows: AirSage sends the data to RFTA, a comprehensive and thorough review of the data is performed, potential concerns are identified and reviewed with AirSage, who has asset and algorithms that may need tweaking. For instance, there are algorithms to distinguish between residents and visitors. Owsley commented that if the source of data is Verizon, the visitor population may be under-represented because there are other providers. Trapani responded that Air Sage factors in the market penetration of other cellular service providers, people that do not have phones, and other issues. Owsley said that the tourists will not show up in the census data. Trapani said that PTG is reviewing visitor data from other sources to account for this.

Bohmfolk asked if Town of Carbondale can access the data for its use. Trapani said that all RFTA members have paid for the data, and have access to it by signing a licensing agreement. Trapani cautioned that the data provided from AirSage is in a raw form, and PTG has received several requests from communities to parse it. As Stage 3 of the ITSP study is negotiated with RFTA, it needs to be determined to what extent the data should be parsed and provided to other jurisdictions. As part of the data licensing agreement, the data can only be used for transportation purposes.

The purpose of the ITSP, said Trapani, is to establish a set of transportation alternatives, based on community priorities that can potentially be presented to voters. The new administration is not very enthusiastic about transit. The Republican platform for 2016 is to phase out the Federal Transit Programs, and in Trapani's view, transit agencies will likely need to be self-sufficient and not be dependent on the Federal government. The FTA may not even exist within a year, therefore, larger, successful transit agencies are working on being locally funded. This election season, many agencies passed sales and property tax initiatives to fund transit locally. LA Metro, for instance, passed a transportation initiative that will generate \$120 billion.

In response to questions about connecting ECO Transit and RFTA through Glenwood Canyon at Dotsero, Collier said that ECO Transit cut service to Dotsero during the recession. There were minimal passengers taking the bus to and from Dotsero, and a \$100,000 subsidy was required to provide the service. Transit Plus did the study for RFTA and ECO regarding connecting transit services through Glenwood Canyon and forecasted that it would be successful; but the study also

assumed continual economic progress, not a recession. Chandler-Henry said that Allegiant Air may be coming to Eagle Airport, which may influence transit demand.

Gamba said that the City of Glenwood Springs is looking at revamping the Ride Glenwood local transit service after completion of the Grand Avenue Bridge project. There is a strong opinion that the Ride Glenwood is ineffective and duplicative of RFTA services, so the City is considering changing the routes and the type of vehicles used.

Trapani said that these changes can be factored into the ITSP. Local trip-making is a considerable factor in local traffic congestion and the Ride Glenwood transit service may be re-configured to reflect this. According to meetings with the jurisdictions, Trapani added, every town either wants a local circulator or wants their existing system expanded, no one wants to decrease service.

9. **Information/Updates:**

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

Blankenship introduced Tammy Sommerfeld, who succeeded Collina Washington as Procurement Manager. Trapani mentioned that RFTA processes Task Orders and Contracts more efficiently than most agencies.

Blankenship reported that CDOT is working on re-aligning the distribution of FTA Section 5311 (rural formula) funds, as CDOT believes it can redistribute funds in a more transparent and equitable manner. However, the re-distribution process is more complicated than anticipated and the process was not perceived by some transit agencies to be as transparent as it could have been. CDOT has worked through a number of scenarios, and RFTA could see 50% to 75% funding reduction. CDOT said they would extend the process for a year, and phase in impacts over a number of years. However, CDOT staff has since reported that the Transportation Commission wants the process completed by April 2017.

In addition to these concerns, more agencies are being established in Colorado and requesting funding from sources that are already inadequate and, with new applicants, could become even more limited. More local funding may need to be developed so that RFTA will not be subject to the whims of federal funding and CDOT processes and allocations.

Blankenship said the investigation into broadcasting meetings continues. Owsley and Newman endorsed the idea of partnering with the Town of Carbondale. Equipment and operations are likely to cost about \$10,000 per year. The cost of Granicus is at least \$20,000, but it allows viewers to scroll through the video. Owsley stated that it is a matter of transparency; it allows people to see what is happening at the Board meetings. Newman said that the better informed our electorate, the more they may support the decisions made. Bohmfalk said he wanted to make sure it was broadcast across the entire service area, not just up valley or down valley. Collier said the vendor is willing to do a one-month trial to gauge quality, viewership, and public comments.

The Board conceptually approved a trial run of recording and televising.

There was a motion by Bohmfalk to cancel the December meeting, seconded by Skadron, and unanimously approved at 12:00.

10. **Next Meeting:** 8:30 a.m. – 12:00 p.m., January 12, 2017 at Carbondale Town Hall, 511 Colorado Avenue.

11. **Adjournment:**

Bohmfolk made a motion to adjourn the Board meeting and Owsley seconded the motion. The motion was unanimously approved.

Gamba adjourned the Board meeting at 12:00 p.m.

Respectfully Submitted:

David Johnson
Director of Planning

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

Meeting Date:	January 12, 2017
Agenda Item:	The Consolidation and Relocation of the Rock Ford Ditch Laterals as they Cross the Bank Property in Carbondale.
Policy #:	2.3.7: Financial Condition and Activities
Strategic Goal:	N/A
Presented By:	Michael Hermes, Director of Property, Trails, and Facilities
Recommendation:	Staff recommends that the Board direct staff to work with Alpine Bank and the developer’s representative, Sopris Engineering, to finalize the new consolidated and relocated Rock Ford ditch easement agreement and facilitate the execution of the agreement when it has been approved as to form by the General Counsel.
Core Issues:	The development of the City Market in Carbondale will require that the Rock Ford Ditch be relocated from the footprint of this new development. In order to achieve the fall required for its new location, the laterals of the ditch will need to be relocated as they cross the parcel where the RFTA Bank office building is located. The proposed consolidation and relocation of the Rock Ford ditch laterals as they cross the Bank parcel will extinguish two existing easements that encumber the property and create a new consolidated easement in a new location that occupies less square footage than the two existing easements and is in a more advantageous location than the existing easements.
Background Info:	<ul style="list-style-type: none"> • In 2011 RFTA acquired the “Bank” property and adjacent vacant parcel through a lease purchase agreement with Alpine Bank. • As part of this purchase arrangement, Alpine Bank holds the title to the property until such time as RFTA either pays off the loan for the property or sells the property. As the holder of the title to the property, Alpine Bank will need to sign any easement agreements either abandoning easements or creating new easements that encumber the property. • Alpine Bank has agreed not to sign any agreements that either abandon existing easements or that create new easements without RFTA’s approval. • When the property was purchased it was encumbered by two easements for laterals of the Rock Ford ditch which bisect the property on either side of the office building. • As part of the development of the new City Market in Carbondale, these laterals need to be realigned through the Bank parcel so they can be moved to accommodate the City Market development. • The developer has proposed consolidating, relocating and culverting the laterals at their expense to the eastern edge of the Bank property. • This consolidation and relocation of the ditch easements will be advantageous to RFTA because it will create a more contiguous piece of property that is not bisected by undevelopable ditch easements.
Policy Implications:	Board Management Limitations’ Policy 2.3 states, ““The CEO shall not acquire, encumber or dispose of real property.”
Fiscal Implications:	There are no actual fiscal implications for RFTA by executing the new consolidated Rock Ford ditch easement agreements. However, by consolidating the existing ditch into one easement on the eastern edge of the property the parcel will be unencumbered by easements bisecting the property and will be easier to redevelop in the future and may increase the value of the property.
Attachments:	See “6_A-Rockford Ditch Easement.pdf” included in the January 2017 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the RFTA Board Agenda packet.

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

Meeting Date:	January 12, 2017
Agenda Item:	Alpine Bank Resolutions Approving Agents and Authorizations for RFTA’s Bank Accounts (General, Payroll, Short Term Investment) held with Alpine Bank.
Policy #:	2.3.11: Financial Condition and Activities
Strategic Goal:	N/A
Presented By:	Michael Yang, CFAO
Recommendation:	Approve Alpine Bank Resolutions, which authorize the CEO, COO, and CFAO to open any bank account on behalf of RFTA and endorse checks for the payment of money on deposit with RFTA’s existing bank accounts held with Alpine Bank.
Core Issues:	<ol style="list-style-type: none"> 1. Add Kelley Collier, COO, as an agent and authorized signor on RFTA’s three accounts held with Alpine Bank. 2. The agents of RFTA with authorization to open bank accounts and endorse checks on the accounts will be: <ol style="list-style-type: none"> a. Dan Blankenship, CEO b. Kelley Collier, COO c. Michael Yang, CFAO 3. Staff recommends that the Board approve all three Alpine Bank Resolutions required to authorizing the above staff to open bank accounts and endorse checks.
Background Info:	<p>RFTA currently has three bank accounts (General, Payroll, Short Term Investment) with Alpine Bank which are used during normal business operations. Dan Blankenship, CEO and Michael Yang, CFAO are current agents of RFTA authorized to open bank accounts and endorse checks on the accounts.</p> <p>During his employment at RFTA, the prior COO, Todd Horsley, was also an agent and authorized signor on the accounts. The current COO, Kelley Collier, has not yet been added.</p>
Policy Implications:	Policy 2.3.11 states, “The CEO shall not fail to exercise adequate internal controls over disbursement to avoid unauthorized payments or material dissipation of assets.”
Fiscal Implications:	None noted.
Attachments:	Yes, please see “6_B-Alpine Bank Resolutions.pdf” included in the January 2017 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the RFTA Board Agenda packet.

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

Meeting Date:	January 12, 2017
Agenda Item:	Collection Agreement Between the RFTA and the USDA, Forest Service White River National Forest
Policy #:	2.3.4: Financial Condition and Activities
Strategic Goal:	N/A
Presented By:	Michael Yang, CFAO
Recommendation:	Authorize the CEO to execute the Collection Agreement Between the RFTA and the USDA, Forest Service White River National Forest.
Core Issues:	<p>In March 2016, RFTA staff met with members of the U.S. Forest Service Aspen – Sopris Ranger District who introduced the new Collection Agreement as a framework for both RFTA and the Forest Service to operate as it pertains to the existing partnership related to the Maroon Bells Bus Tour. The primary benefit of the Collection Agreement is that it enables the U.S. Forest Service to deposit the funds into a separate account which limits the use of those funds to support and fund the natural resource management, recreational uses, and improvement work performed at the Maroon Bells. In other words, the funds cannot be redirected elsewhere and can only be used locally. The current Memo of Understanding between the Aspen Ranger District, White River National Forest and RFTA does not limit the funds for local use. The Collection Agreement would replace the current MOU.</p> <p>At the end of November 2016, the U.S. Forest Service resumed discussions with RFTA on the Collection Agreement. The Collection Agreement has been vetted with RFTA staff and RFTA’s General Counsel. The final version of the Collection Agreement is being presented to the Board at this time.</p> <p>The 2016 operating season yielded approximately \$51,043.20 of net fees to be contributed to the U.S. Forest Service. In accordance with the Collection Agreement, the U.S. Forest Service will send a Bill of Collection to RFTA for this amount. The funds will be used to provide two seasonal employees to support the 2017 Maroon Bells season. This process will continue throughout the term of the agreement.</p> <p>The Collection Agreement terminates on December 31, 2021 and will renew automatically for successive one year terms unless either party provides notice of non-renewal within 90 days prior to the initial term or any renewal term.</p> <p>Staff recommends that the RFTA Board authorize the CEO to execute the Collection Agreement Between the RFTA and the USDA, Forest Service White River National Forest.</p>
Background Info:	In 1977, the U.S. Forest Service was faced with deteriorating environmental conditions, serious traffic congestion and greatly increased visitor conflicts in the Maroon Creek Valley due to the amount of automobile traffic and illegal parking in the narrow valley corridor and at Maroon Lake. In an effort to maintain access while reducing environmental and social impacts to the Maroon Creek Valley, the

	<p>U.S. Forest Service, in collaboration with the RFTA established a bus route from Aspen Highlands Ski area up to Maroon Lake. To ensure the bus system was successful in reducing the negative impacts, the Forest Service worked in cooperation with Pitkin County to place a partial closure on the road. The U.S. Forest Service staffs a Welcome Station at the entrance to the valley to allow the busses through and limit access by private motorized vehicles and during the busy seasons. In the late 1990's, the Forest Service invested over \$4.5MM in reconstructing the buildings and parking areas in the Valley to ensure that mass transit through a bus system would be continued well into the future.</p> <p>To defray costs associated with providing the bus service to the Maroon Bells, RFTA charges a fee that is collected via bus ticket by agents of the Aspen Ski Company or by RFTA. A portion of the bus ticket amount has been provided to the U.S. Forest Service under a MOU between the Aspen Ranger District, White River National Forest and RFTA. Currently, \$0.65 of each ticket sold is being remitted to the U.S. Forest Service. (Current pricing: \$8.00 for adult, \$6.00 for youth aged 6-16, \$6.00 for seniors aged 65 and over, free for children under 6 years.)</p> <p>The U.S. Forest Service, as an agency of the United States of America, is responsible for management of National Forest System (NFS) lands and therefore is responsible for the management, use, and stewardship of natural and cultural resources on national forests and grasslands. The U.S. Forest Service and RFTA share mutual interests and benefit in the same qualitative way from the objective of the agreement. The Cooperative Funds Act of 1914 allows the U.S. Forest Service to collect contributions for forest investigation, protection, management and improvement work on the National Forest System (NFS) lands that is the responsibility of the U.S. Forest Service.</p>
Policy Implications:	Policy 2.3.4 states, "The CEO shall not fail to settle payroll and payables in a timely manner."
Fiscal Implications:	None noted.
Attachments:	Yes, please see "6_C-USDA-Forest Service Collection Agreement.pdf" included in the January 2017 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the RFTA Board Agenda packet.

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

Meeting Date:	January 12, 2017
Agenda Item:	Garfield County GAB Transit Mitigation Grant
Policy #:	2.8.11: Board Awareness and Support
Presented By:	Dan Blankenship, CEO
Recommendation:	Staff recommends that the Board authorize the CEO to execute the Garfield County Grant of Discretionary Funds Agreement, subject to approval as to form by the RFTA General Counsel.
Core Issues:	<p>RFTA’s service plan for the Grand Avenue Bridge was modified. The original service plan indicated that transit services during the Grand Avenue Bridge closure would be for transit services only operating 5 days per week. In order to provide consistency, the services will operate 7 days per week. In addition, the length of the service has been increased by about two weeks, which will add an additional \$146,000 to the overall cost.</p> <p>RFTA requested additional funding from the Garfield County Board of County Commissioners to help offset the additional costs of providing the additional transit services. The Garfield County Board of County Commissioners has awarded RFTA a \$25,000 Discretionary Fund Grant to help offset costs of the transit services to be provided during the Grand Avenue Bridge closure.</p>
Background Info:	Please see Core Issues, above.
Policy Implications:	RFTA Board Awareness and Support Policy 2.8 states, “The CEO may not fail to supply for the Board’s consent agenda, along with applicable monitoring information, all decisions delegated to the CEO yet required by law, regulation or contract to be Board-approved.”
Fiscal Implications:	The Garfield County Board of County Commissioners has awarded RFTA with an additional \$25,000 Discretionary Fund Grant to help offset costs of providing 7 days/week transit services during the Grand Avenue Bridge closure.
Attachments:	Yes, please see “6_D-GAB Transit Mitigation Program-\$25000.pdf” included in the January 2017 RFTA Board Meeting Portfolio.pdf, attached to the e-mail transmitting the RFTA Board Agenda packet.

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

Meeting Date:	January 12, 2017
Agenda Item:	Resolution 2017-01: Supporting the Application for a Grant from the Colorado Department of Local Affairs (DOLA) Energy Mineral Impact Assistance (EMIA) Program for the incremental cost of Three (3) Compressed Natural Gas (CNG) on Two (2) RFTA Transit Buses and (1) Traveler Shuttle
Policy #:	2.8.11: Board Awareness and Support
Strategic Goal:	Fleet Maintenance: Develop a 3-5 year Growth and Vehicle Replacement Plan
Presented By:	Dan Blankenship, CEO
Recommendation:	Approve Resolution 2017-03.
Core Issues:	<p>RFTA is applying for a DOLA EMIA Program grant for the incremental CNG engine costs for two (2) Commuter coaches for RFTA regional transit services and one (1) CNG van engine for the Traveler Senior Transportation program. The application will be for an estimated \$142,000 in DOLA grant funding, representing 11% of the estimated total eligible project cost of \$1,336,500.</p> <p>DOLA requires applicants for grant funds to provide resolutions from their Board of Directors authorizing the submission of the applications and the commit of the local match if a grant is awarded.</p> <p>RFTA will coordinate with DOLA for the most appropriate grant cycle for this CNG bus application.</p>
Policy Implications:	RFTA Board Awareness and Support Policy 2.8 states, “The CEO may not fail to supply for the Board’s consent agenda, along with applicable monitoring information, all decisions delegated to the CEO yet required by law, regulation or contract to be Board- approved.”
Fiscal Implications:	If RFTA is awarded this DOLA EMIA program grant, it would receive up to \$142,000 in revenue for the incremental CNG engine costs for two (2) Commuter Coaches for RFTA regional transit services and one (1) CNG van engine for the Traveler Senior Transportation program. RFTA’s share of the total \$1,336,500 cost of this CNG vehicle acquisition project would be \$164,000 or 12%.
Attachments:	Yes, please see Resolution 2017-01 attached below.

BOARD OF DIRECTORS

ROARING FORK TRANSPORTATION AUTHORITY

RESOLUTION NO. 2017-01

Resolution supporting the grant application for a grant from the Colorado Department of Local Affairs (DOLA) Energy Mineral Impact Assistance (EMIA) Program for the incremental cost of three (3) compressed natural gas (CNG) engines on two (2) RFTA transit buses and one (1) Traveler shuttle;

WHEREAS, the Roaring Fork Transportation Authority (RFTA) is a political subdivision of the State of Colorado, and therefore an eligible applicant for a grant awarded by the Colorado Department of Local Affairs (DOLA); and

WHEREAS, RFTA has submitted a Grant Application for the **3 CNG Engines** requesting a total award of **\$142,000**; and

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

- 1. The above recitals are hereby incorporated as findings by the RFTA Board of Directors.**
- 2. The RFTA Board of Directors strongly supports the Grant Application submitted by RFTA and has appropriated matching funds for a grant with the Colorado Department of Local Affairs.**
- 3. If the grant is awarded, the RFTA Board of Directors strongly supports the completion of the project.**
- 4. The Board of Directors of RFTA authorizes the expenditure of funds necessary to meet the terms and obligations of any grant awarded pursuant to a Grant Agreement with the Colorado Department of Local Affairs.**
- 5. The vehicles will be owned by, registered to, and operated by RFTA for the useful life of the vehicles. The RFTA Board of Directors will continue to maintain the CNG vehicles and engines in a high quality condition and will appropriate funds for maintenance annually.**
- 6. If a grant is awarded, the RFTA Board of Directors hereby authorizes the CEO to sign a Grant Agreement with the Colorado Department of Local Affairs.**

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INTRODUCED, READ AND PASSED by the Board of Directors of the Roaring Fork Transportation Authority at its regular meeting held the **12th day of January, 2017.**

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

By: _____
Jeanne McQueeney, Chairperson

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 12, 2017 (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 I 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 _____, 2017.

Nicole Schoon, Secretary to the Board of Directors

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

Meeting Date:	January 12, 2017
Agenda Item:	Rio Grande Railroad Corridor Access Control Plan Update
Policy #:	1.1: The Rio Grande Corridor is Appropriately Protected and Utilized
Strategic Goal:	Complete Corridor Access Control Plan
Presented By:	Angela Henderson, Assistant Director, Project Management and Facilities Operations Dan Blankenship, CEO
Recommendation:	Update in preparation for first reading
Core Issues:	<ol style="list-style-type: none"> 1. On December 20th, staff received the City of Glenwood Springs suggested revisions to the ACP. After a review of the City’s proposed revisions, staff has attempted to incorporate as many of the proposed revisions as possible into the draft update of the ACP. Many proposed revisions are either relatively minor changes and/or helpful clarifications. Other recommendations will require additional discussions with the City to determine whether mutually agreeable language can be identified. 2. A revised document, incorporating many of the City’s proposed revisions and several of RFTA’s proposed alternatives to some of the City’s revisions, has been forwarded to RFTA’s Federal and State rail attorneys for review and comment. Staff is hoping to have the attorney’s comments back by Monday, January 9th. 3. Staff plans to meet with the City staff on January 11th to discuss RFTA’s proposed alternative revisions and any outstanding questions. Following that meeting, any unresolved ACP language issues involving policy decisions will be brought to the RFTA Board for discussion purposes at the meeting on January 12th. 4. Staff is hoping to bring the finalized ACP back to the Board for the first reading of the ACP at the March 9th RFTA Board of Directors meeting. This will allow staff the time necessary to finalize all of the documents associated with the ACP, post them on the RFTA website, and provide the requisite 30 days-notice prior to the first reading of the updated ACP.
Policy Implications:	Board End Statement 1.1 says, “The Rio Grande Corridor is Appropriately Protected and Utilized.
Fiscal Implications:	RFTA’s team of legal and railroad engineering consultants is under contract and has been working on the ACP and an overall update to the Comprehensive Plan. Approximately \$150,000 has been budgeted in 2017 for the Comprehensive Plan Update and other corridor management-related tasks. The need to resolve Federal Land Grant issues involving adjacent property owners, and other corridor-related efforts, may require some additional funding for legal, engineering, and other consulting services than currently budgeted. Staff will keep the Board apprised of budgetary issues as the year progresses.
Attachments:	None

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

Meeting Date:	January 12, 2017
Agenda Item:	Integrated Transportation System Plan Update
Policy #:	4.2.1: Board Job Products
Strategic Goal:	Undertake Phase I of the Regional Integrated Transportation System Plan (ITSP)
Presented By:	Ralph Trapani, Parsons Transportation Group (PTG) David Johnson, Director of Planning Dan Blankenship, CEO
Recommendation:	Discuss progress of the ITSP (Phase I, Stage 2: Determine Future Needs) Review and select which projects shall be advanced for analysis in Stage 3 (Analyze Options)
Core Issues:	<p>Stage 2 of the ITSP (Determine Future Needs) is nearing completion. Key products of this stage will be associated with transit ridership forecasts. AirSage data is being loaded into the “baseline” ridership estimation tool and then developed for future (20-year) no-build forecast for ridership demand. This process is described in the attached presentation.</p> <p>The Project Team will be meeting with elected officials in February and March 2017 to review existing and future no-build ridership demand findings to set stage for Stage 3 – Analyze Options.</p> <p>In preparation for Stage 3 (Analyze Options) RFTA and PTG have developed a list of proposed service and capital alternatives to consider for evaluation, to be packaged into as many as three sets of integrated, multimodal system plan alternatives. These capital and service projects are summarized in the attached list, and are based on extensive stakeholder input from Stages 1 and 2; from local government comprehensive plans; and from regional plans such as the 2014 Regional Bicycle, Pedestrian and Access to Transit Plan. RFTA and PTG also considered the level of involvement of each entity (RFTA, PTG, other agencies, or some combination) in the development of the alternatives, in aspects such as project descriptions and cost estimates.</p> <p>RFTA requests that the Board review these alternatives and determine which alternatives should be advanced into Stage 3, and what the prioritization should be. This impacts both the natures of projects to be analyzed, and the budget for Stage 3.</p>
Background Info:	See Core Issues above.
Policy Implications:	Board Job Products Policy 4.2.1. A. & B. states, “The Board is the link between the “ownership” and the operation organization. The Board will assess the needs of the ownership as they relate to RFTA’s activities and scope of influence, and will develop Ends policies identifying the results RFTA is to produce to meet those needs. The Board will inform the ownership of the organizations expected future results, and its present accomplishments and challenges.”

<p>Fiscal Implications:</p>	<p>In 2016, RFTA budgeted a total of \$560,000 for Stages I and II of the ITSP, and \$494,000 was budgeted for the Upper Valley Mobility Study, funded by the EOTC.</p> <p>Phase I of the ITSP has 4 stages:</p> <ol style="list-style-type: none"> 1. Define the Vision 2. Determine Future Needs 3. Analyze Options 4. Develop Financial Sustainability/Financing Plan <p>Phase I, Stages 1 and 2 will be completed in early 2017; The budget for Stage 3 is \$367,301. The final cost of Stage 3 could be affected to some extent by the Board's review and prioritization of the Stage 3 alternatives, depending upon which projects are selected by the Board for Stage 3 analysis. Near the conclusion of Stage 3, staff will bring back a Scope of Work and budget for Stage 4.</p> <p>Phase II of the ITSP will be the implementation phase, assuming the Board decides to move forward with any of the preferred multi-modal transportation alternatives identified in Phase I.</p>
<p>Attachments:</p>	<p>Yes, please see the List of Potential ITSP Alternatives attached below. Also, please see "8_A-RFTA ITSP Stage II.pdf" included in the January 2017 RFTA Board Meeting Portfolio.pdf, attached to the e-mail transmitting the RFTA Board Agenda packet.</p>

List of Potential ITSP Alternatives

Rank	Service Alternatives Title	Responsibility			Description
		PTG	RFTA	Others	
1	UVMS Fixed Guideway Transit from Brush Creek Intercept Lot to Aspen (Option A)	X		X	Fixed Guideway Transit from Brush Creek Intercept Lot to Aspen (Option A), transfer to BRT to/from down valley
2	UVMS Electric Buses from Brush Creek Intercept Lot to Aspen (Option B)	X	X	X	Electric buses from Brush Creek Intercept Lot to Aspen (Option B), transfer to BRT to/from downvalley
3	UVMS Optimized BRT Service from Brush Creek Intercept Lot to Aspen (Option B)	X	X	X	Implementation of tools such as automated buses, managed lanes, and increased ITS capabilities to improve the efficiency of the BRT system
4	Optimize Regional BRT System		X		(1) Potentially reduce frequency during off-peak periods, and add direct and express routes during peak periods; and (2) (a) Provide more consistent service between peak seasons and off-peak seasons (b) Increase frequency of service in early morning, evenings, and weekends where needed
5	Better transit connections to Snowmass Village on Brush Creek Road		X	X	Increase frequency of transit service on Brush Creek Road to 15 minutes during Spring, Summer, Fall, to correspond with BRT level of service
6	Expand BRT in Glenwood Springs	X	X	X	Expand BRT from 27th Street north to downtown Glenwood Springs (7th-12th street area), and possible expand west to the Confluence area or to West Glenwood
7	We-Cycle Bike Share Expansion		X	X	Expansion of current program to Carbondale and Glenwood Springs; possible expansion of current service in Basalt and Aspen. Long-term operating plan to be refined.
8	Micro-Transit (Uber, Lyft) for first and last mile connections to BRT, major boarding locations and for general on-demand service	X	X	X	Determine how to incentivize a more robust Uber/Lyft-style system to transport passengers for first and last mile connections for general on-demand service
9	Transportation Demand Management	X	X	X	Develop goals and a scope of services for TDM programs, for City of Aspen, Glenwood Springs, and possibly on a regional level
10	Make using, accessing, and getting information about public transit more intuitive	X	X		Improve and expand electronic tools such as google maps schedule integration and app-based trip planners.
11	Expanded Circulators		X	X	Parachute - new; Rifle - New; New Castle - New; Glenwood Springs - optimization; Carbondale - expansion of service area; Basalt/El Jebel - New; Aspen - Burlingame service increases, maybe other changes
12	Expand I-70 Grand Hogback Service		X	X	(1) Expansion of I-70 service from Rifle (current boundary) to Parachute (2) Increased service frequency throughout the day

Rank	Service Alternatives Title	Responsibility			Description (Continued)
		PTG	RFTA	Others	
13	Connection to ECO Transit		X	X	Establish service between Glenwood Springs and Gypsum, to connect ECO Transit and RFTA
14	Improve connection to Bustang		X		Ensure that BRT, Grand Hogback, Local and Ride Glenwood Buses connect with Bustang service, as Bustang exists today and with future Bustang service
15	Upper Valley Parking Management			X	Parking Management Plan for Brush Creek and Buttermilk (Possibly other areas) that will address current and future parking supply, what types of parking uses will be allowed, and how the parking plans will be managed
16	Real-time vehicle and bus travel time information, combined with dynamic parking pricing in Aspen	X	X	X	Systems to (1) inform travelers between Aspen and Basalt of transit and GP lane travel time, in real time, (2) inform travelers of parking supply and cost, in real time, and (3) to price parking dynamically based on supply and other considerations.

Capital Alternatives

Capital Alternatives					
Park and Rides and Boarding Areas		Responsibility			Description
Rank	Title	PTG	RFTA	Others	
1	Transit Station in downtown GWS, possibly Confluence Area, transit priority measures on Grand Avenue from 27th Street to downtown station, space for micro-transit		X	X	Coincides with potential BRT expansion further north into downtown GWS
2	PNR expansion at 27th Street, Carbondale, and Basalt		X		Expansion of parking supply at these locations, either adjacent to or nearby, to ensure easy access to the BRT system
3	PNR Enhancements at BC	X	X	X	Warm, secure, well-lit waiting areas, preferably a coffee shop; paved parking expansion
4	Bus Stop improvements (SH82 and I-70)		X		General improvements at all stops (shelters with wind protection; doors on BRT shelters, safety and security enhancements (cameras and lighting), more bike parking, connections to surrounding sidewalks
5	Design places at bus stations for micro-transit to drop off/pick up		X		Potential modifications to BRT stations
6	Improvements in Silt, Rifle, Parachute		X	X	Parachute, Rifle - existing PNRs relocated, redeveloped with lighting, landscaping, paving ; Silt - PNR needs to be upgraded with lighting, paving, etc. and may need expansion

Trail Alternatives		Responsibility			Description
Rank	Title	PTG	RFTA	Others	
1	LOVA Trail		X	X	10" minimum width, hard surface trail from Glenwood Springs to Parachute
2	Brush Creek PNR Bike/Ped Connections		X	X	Shared Use path and bridge connections from Brush Creek PNR to Rio Grande Trail, AABC
3	Crown Mountain Park Trail		X		Trail link between Rio Grande Trail and Crown Mountain Park
4	Two Rivers Road		X	X	Bike-Ped Improvements per Two Rivers Greenway Master Plan
5	Silt-Coal Ridge HS-New Castle		X	X	Create shared-use path along SH6 corridor between New Castle and Silt, connecting to Coal Ridge HS
6	Brush Creek Road sidewalks		X	X	Add sidewalks along Brush Creek Road from Wood Road to Owl Creek Road
7	Crystal River Trail Extension		X	X	Extend Crystal River Trail from current location to Redstone
8	Gerbaz Way to RGT		X		Connector bridge or paved shoulders from Gerbaz Way to the Rio Grande Trail
9	Lazy Glen to RGT		X	X	Shared use path
10	CRMS to Main Street Carbondale		X		Colorado Rocky Mountain School Connector
11	New Castle sidewalk and shared use path upgrade		X	X	
12	New Castle - Highway 6 and Castle Valley Boulevard intersection improvement		X	X	
13	LOVA Trail Riverfront extension in Parachute		X	X	Shared-Use Path to Main Street Roundabout
14	Paved Jolly Trail - New Castle		X	X	Improve Jolly trail single track to a paved, multi-use trail/pathway, connecting RGT to downtown
15	Exit 215 Connection over I-70 Pedestrian Improvements - Parachute		X	X	Current connection is narrow sidewalk, high truck traffic c, vibrations, ugly, not maintained and uninviting
16	Hallam Street		X	X	Castle Creek Bridge/Hallam Street Corridor bike/ped connection
17	RGT to Catherine Store		X	X	Shared use path between RGT and Catherine store for ped-bike access during seasonal trail closure

Capital Alternatives					
Pedestrian Crossings		Responsibility			Description
Rank	Title	PTG	RFTA	Others	
1	27 th Street, Glenwood Springs		X	X	May include crossings of both SH82 and 27 th Street
2	Buttermilk		X	X	
3	SH133/Rio Grande Trail		X	X	
4	23 rd Street, Glenwood Springs		X	X	
Other Priority Projects		Responsibility			Description
Rank	Title	PTG	RFTA	Others	
1	Bus Replacement		X		
2	Expand GMF		X		Currently in Phase 1
3	Employee Housing Projects (including P3 Alternatives)	X	X		
4	Expand AMF		X		Completed Phase 4; approximately 9 total phases envisioned
5	Bus Expansion	X	X		Will require expansion of storage and maintenance facilities, particularly GMF
6	Airport Connection		X	X	Preferably a safe, secure, climate-controlled walkway between the airport and the BRT stations
7	UVMS Gondola connections between mountains and to bus stations	X	X	X	Aerial connections between Buttermilk, Tiehack, Highlands and Aspen

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

Meeting Date:	January 12, 2017				
Agenda Item:	Resolution 2017-02: 2017 Supplemental Budget Appropriation				
Presented By:	Michael Yang, CFAO				
POLICY #:	2.5: Financial Planning/Budgeting				
Strategic Goal:	Undertake and complete Stages 3 and 4 of Phase I of the Integrated Transportation System Plan (ITSP)				
Recommendation:	Adopt Supplemental Budget Appropriation Resolution 2017-02				
Core Issues:	<p>As a result of new information available since the budget was adopted at the November Board meeting, staff identified the two items described below requiring additional budget appropriations:</p> <p>General Fund:</p> <ol style="list-style-type: none"> 1. Integrated Transportation System Plan (ITSP) – staff has received information from Parsons regarding the cost estimates for Stage 3 of the ITSP. This resolution seeks to appropriate the funds needed to continue moving forward with the ITSP and the completion of Stage 3. <ol style="list-style-type: none"> a. \$367,301 increase to Capital Outlay 2. Glenwood Maintenance Facility (GMF) Renovation & Expansion Phase I – Phase I of a potential six-phase renovation and expansion of the GMF will continue to develop the critical foundation for all future phases by continuing the excavation for the parking garage and foundation elements of the new main structure. Elements of this phase will include: continued site grading, mass excavation, drainage improvements, minor utility relocations, employee access corridors and site safety and security improvements. The estimated cost for Phase I is approximately \$850,000. <p>RFTA was awarded a CDOT 5311 Capital Grant for \$600,000 to help fund Phase I of this project; however, CDOT is currently amending the grant. Once the amended grant agreement has been executed, then staff will plan to prepare a supplemental budget appropriation at a future Board meeting to reflect the \$600,000 of grant revenue and replenish the RFTA fund balance.</p> <p>In the meantime, this resolution is seeking to appropriate the Capital Outlay portion for Phase I of this project so that staff can move forward with the change order with Johnson Construction so that they can perform the work as early as possible this upcoming Spring:</p> <ol style="list-style-type: none"> a. \$850,000 increase to Capital Outlay 				
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 2017 fund balance by fund:</p> <table border="1"> <tr> <td>General Fund</td> <td align="right">(\$1,217,301)</td> </tr> <tr> <td>Total</td> <td align="right">(\$1,217,301)</td> </tr> </table>	General Fund	(\$1,217,301)	Total	(\$1,217,301)
General Fund	(\$1,217,301)				
Total	(\$1,217,301)				
Attachments:	Yes, please see Resolution 2017-02 attached below.				

Director _____ moved adoption of the following Resolution:

BOARD OF DIRECTORS

ROARING FORK TRANSPORTATION AUTHORITY

RESOLUTION NO. 2017-02

2017 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 2017 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 12, 2017 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 2017 budget as summarized herein:

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General Fund

Revenue and Other Financing Sources (OFS):

Type	Amount	Explanation
No change		

Revenue & OFS Summary	Previous	Change	Current
Sales tax	\$ 21,288,000	-	\$ 21,288,000
Grants	2,245,050	-	2,245,050
Fares	4,869,000	-	4,869,000
Other govt contributions	1,475,961	-	1,475,961
Other income	499,140	-	499,140
Other financing sources	1,330,900	-	1,330,900
Total	\$ 31,708,051	-	\$ 31,708,051

Expenditures and Other Financing Uses (OFU):

Type	Amount	Explanation
Capital	\$ 367,301	ITSP Stage III
Capital	850,000	GMF Phase I
Total	\$ 1,217,301	

Expenditures & OFU Summary	Previous	Change	Current
Fuel	\$ 1,408,112	-	\$ 1,408,112
Transit	20,512,633	-	20,512,633
Trails & Corridor Mgmt	471,720	-	471,720
Capital	3,257,500	\$ 1,217,301	4,474,801
Debt service	1,902,244	-	1,902,244
Other financing uses	3,382,485	-	3,382,485
Total	\$ 30,934,694	\$ 1,217,301	\$ 32,151,995

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

Revenues and other financing sources	-
Less Expenditures and other financing uses	\$ (1,217,301)
Net increase (decrease) in fund balance	\$ (1,217,301)

Fund balance Roll Forward: Net Change in Fund balance

Resolution	Beginning Balance	Change	Ending Balance
			\$16,294,799*
2016-16 & 2016-17	\$ 16,294,799	\$ 773,357	17,068,156
2017-01	17,068,156	(1,217,301)	15,850,855
Total Net Change		\$ (443,944)	

* Budgeted

That the amended budget as submitted and herein above summarized be, and the same hereby is approved and adopted as the amended 2017 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 12th day of January, 2017.

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

By: _____
Jeanne McQueeney, Chairperson

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 12, 2017 (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 _____, 2017.

Nicole Schoon, Secretary to the Board of Directors

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

Meeting Date:	January 12, 2017
Agenda Item:	Resolution 2017-03: Election of RFTA Board Officers for 2017
Presented By:	Paul Taddune, General Counsel
Staff Recommends:	Elect a Chair and Vice Chair; 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 2017-03.
Core Issues:	<ul style="list-style-type: none"> • RFTA’s bylaws call for the election of Officers at the first regular meeting of the Board each year. • A Chair, Vice Chair, Secretary and Treasurer/Budget Officer must be elected. The Board may appoint staff members to serve as Secretary and Treasurer. • Section 7.04 of the By-laws, as amended in 2010 states: “Term. With the exception of the CEO, each Officer shall serve a one (1) year term commencing upon election or appointment by the Board. Each Officer shall serve until the end of his/her term or until his/her successor is elected or appointed or s/he is lawfully removed pursuant to State law, these bylaws or the I.G.A. No member may serve as Chair for more than two consecutive one-year terms. No member may serve as Vice-Chair for more than two consecutive one-year terms. The Secretary and Treasurer may serve unlimited terms.” • Jeanne McQueeney has served as RFTA Chairperson since May 2016, when she was elected to serve out the remaining term of then Chairperson, Stacey Bernot, who resigned. According to the By-Laws, Jeanne McQueeney is eligible to serve two additional consecutive one-year terms as the RFTA Chairperson. • Mike Gamba has served as RFTA Vice Chair for one year and, according to the By-Laws, is eligible to serve another consecutive 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 a Chair, a Vice Chair, a Secretary and Treasurer/Budget Officer. The Board may appoint staff members to serve as the Secretary and Treasurer/Budget Officer.
Fiscal Implications:	None.
Attachments:	Yes, please see Resolution 2017-03 on following page.

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

**BOARD OF DIRECTORS
ROARING FORK TRANSPORTATION AUTHORITY
RESOLUTION NO. 2017-03
ELECTION OF RFTA BOARD OFFICERS FOR 2016**

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

Following a motion passed by the Board, the following persons were elected by consensus to serve as Officers of the Roaring Fork Transportation Authority Board of Directors for the year 2017.

_____, as Chairperson

_____, as Vice-chairperson

_____, as Secretary; and

_____, as Treasurer and Budget Officer.

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

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

INTRODUCED, READ AND PASSED by the Board of Directors of the Roaring Fork Transportation Authority at its regular meeting held January 12, 2017.

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

By: _____
Jeanne McQueeney, Chairperson

ATTEST: _____
Nicole Schoon, Secretary to the Board

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

CEO REPORT

TO: RFTA Board of Directors
FROM: Dan Blankenship, CEO
DATE: January 12, 2016

Mike Yang, Finance Director, promoted to Chief Financial and Administrative Officer: During the last quarter of 2016, RFTA was engaged in recruiting a Chief Financial and Administrative Officer (CFAO). In response to the recruitment ad, there were sixteen highly qualified applicants, five of which were selected for telephone interviews, and three were interviewed in person by the CFAO Selection Committee. At the conclusion of the process, I am pleased to announce that Michael Yang was unanimously recommended by the CFAO Selection Committee to be promoted from RFTA Finance Director to CFAO.

Following his graduation in 1999 from the College of Commerce and Business Administration, University of Illinois at Urbana-Champaign, with a Bachelor of Science in Accountancy, Michael became a Certified Public Accountant in 2001 and spent approximately 10 years working in the private sector in various accounting positions. In 2009, he was selected to become RFTA’s Assistant Director of Finance. Subsequently, in 2011, he served as RFTA’s interim Finance Director for several months and, ultimately, was promoted to Finance Director in August of that year.

During his tenure as Finance Director, Michael has consistently distinguished himself by receiving Government Finance Officers Association Distinguished Budget Presentation Awards and clean RFTA audits. His in-depth knowledge of the RFTA organization and its finances have prepared him for the challenges he will face to ensure that RFTA has the resources it needs to have a sustainable financial future. In his role as the CFAO, Michael will lead RFTA’s financial and capital planning initiatives and oversee the functions of Finance, Procurement, Planning, and IT.

It is anticipated that the full transition into the CFAO role may take several months, so Michael will continue to direct the activities of the Finance Department until a successor is selected to fill the Finance Director position. It is anticipated that the Finance Director position will be advertised and filled early in 2017.

I know that everyone wishes Michael much success as the first-ever RFTA CFAO. Please feel free to congratulate him on his well-deserved promotion!

Compressed Natural Gas (CNG) Safety Monitoring Report: In 2013, SGM was retained to monitor safety and maintenance procedures for RFTA’s CNG operations at the Glenwood Maintenance Facility. The Executive Summary of the 2016 annual year-end report is as follows:

Executive Summary:

Inspections were conducted and there are no significant areas of concern to report.

Noteworthy issues include:

- Two alarms occurred during power outages. Staff interviewed went to evacuation areas per the evacuation protocol. Per discussions with staff, the fire department did not stop at the bottom of the hill and turn off the manual natural gas valve per emergency protocol on either of these alarms. It is recommended to review emergency protocol with the fire department. The manual valve needs to be turned off when an alarm occurs and dispatches the fire

department. Update: SGM discussed this issue with Ron Biggers of GSFD. Fire crews visited the site and met with staff to locate the valve at the bottom of the hill and update their response protocol.

- Building maintenance staff continues to do a commendable job keeping equipment maintained so that CNG fueling is safe and as uninterrupted as possible. They are transitioning into using Trapeze reports and possibly using tablets to record information on the fly. This should streamline maintenance and provide better access to information. Update: the maintenance log had some new forms that appear to be generated from the Trapeze software.

- Staff that was interviewed about safety protocol generally was well informed. Update: When interviewing the drivers, they have limited knowledge of the CNG alarms, colors of strobe lights related to CNG (blue), and who gets called during an alarm. Many drivers said they are given too much information during training to remember all aspects. SGM recommends quarterly or semi-annual refresher trainings for CNG safety protocols for the drivers. SGM will contact John Filippone to discuss training options.

- Grimes Service Co. Inc. (GSC) has subcontracted its equipment maintenance tasks to Al Ray's Heating and Air, Inc. (AR). There were Grimes Inspection Reports and Al Rays Heating and Air inspection reports to review. *One tube heater in the south wash bay needed an ignitor replaced.*

- Update: An outside vendor was onsite during our December 9th monthly inspection. One member of the crew was smoking near the building in a non-designated smoking area. The vendor was installing new phone towers on the roof. SGM representatives discussed with the vendor the explosiveness of CNG and the potential for a disaster if smoking occurred on the roof. SGM showed them the designated smoking area. The vendor affirmed that this would not happen again.

- SGM also discussed with Dan Blankenship the possible need for a document to be shared with outside contractors, visitors, vendors, etc. to be used as a checklist to inform them of dangers of CNG and make them aware of the safety policies at the GMF

A complete copy of the SGM report (10_A-CNGsupport Memo Year End 2016.pdf) can be found in the January 2017 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the RFTA Board Agenda packet. RFTA has resolved most of the concerns raised and is working to address all others noted in the report.

Hanging Lake Shuttle Service: For the past year, RFTA staff has been engaged in conversations with the U.S. Department of Transportation (USDOT) and the U.S. Forest Service (USFS) about the potential for RFTA to provide shuttle service to/from Glenwood Springs and Hanging Lakes in Glenwood Canyon. The discussions have been preliminary in nature and the USDOT and USFS are exploring several options, including: 1) contracting with a tour operator; 2) contracting with a tour operator and RFTA; 3) contracting with RFTA; and 4) managing parking at Hanging Lakes by means of a reservation system.

In the option involving RFTA, a reservation system would be used to limit the number of Hanging Lake visitors to about 700 per day, and the service would most likely be staged from the West Glenwood Park & Ride. Fares would be set high enough to cover the \$700k to \$1 million operating cost (depending upon the frequency of the service and the number of vehicles required). Assuming RFTA Board authorization, cost-sharing for vehicles and park & ride expansion would need to be negotiated and/or possibly covered by USDOT grants.

Representatives from the USFS plan to attend the February Board meeting to discuss the project.

APTA Legislative Conference

The APTA Legislative Conference will be held March 12-14, 2017 in Washington, DC. This conference provides a venue to educate members on important federal legislation and policy initiatives; provides members with the opportunity to shape future industry positions and federal transportation policy; provides direction on the industry’s legislative strategy and advocacy efforts with the U.S. Congress and executive branch; and offers sessions with key members of Congress, Administration officials, staffers and Washington opinion makers. The 3-day event will include General Sessions, presentations from Legislators, and visits with delegations on Capitol Hill. If a member of the RFTA Board is interested in attending, please contact Kelley Collier, kcollier@rfta.com, (970) 384-4885.

Property Tax Extension Update

Larry Liston and Diane Mitsch-Bush have agreed to co-author a bill in the House to extend the sunset date for a Regional Transportation Authority to go to the voters for a property tax mill levy. Staff has reached out to Senator Kerry Donovan for Senate sponsorship and is working with CASTA and other Colorado RTAs on this process.

Succession Planning

Linda Forgacs, HR Director, and Kelley Collier, COO, are working with Culture Solutions Group on a formalized Succession Plan for RFTA. Chris Moffet, Principal and Senior Consultant for Culture Solutions Group, will be working with staff to outline a path for the organization’s continued success.

Planning Department Update – David Johnson, Director of Planning

The “10_A.1-Planning Monthly Update.pdf,” can be found in the January 2017 RFTA Board Meeting Portforlio.pdf attached to the e-mail transmitting the RFTA Board Agenda packet.



One of Six New CNG MCI Over-the-Road Coaches Recently Received and Introduced into Service

Finance Department Update – Mike Yang, Chief Financial and Administrative Officer

2016 Budget Year				
General Fund				
	November YTD			
	Actual	Budget	% Var.	Annual Budget
Revenues				
Sales tax (1)	\$ 16,382,303	\$ 16,364,948	0.1%	\$ 21,036,000
Grants (2)	\$ 2,833,532	\$ 2,829,505	0.1%	\$ 5,160,922
Fares (3)	\$ 4,302,695	\$ 4,331,717	-0.7%	\$ 4,783,000
Other govt contributions	\$ 1,746,358	\$ 1,746,358	0.0%	\$ 3,459,064
Other income	\$ 494,025	\$ 417,357	18.4%	\$ 449,140
Total Revenues	\$ 25,758,914	\$ 25,689,886	0.3%	\$ 34,888,126
Expenditures				
Fuel	\$ 1,430,083	\$ 1,566,249	-8.7%	\$ 1,598,415
Transit	\$ 17,340,955	\$ 17,358,856	-0.1%	\$ 19,722,231
Trails & Corridor Mgmt	\$ 349,962	\$ 355,253	-1.5%	\$ 452,827
Capital	\$ 9,034,718	\$ 8,947,742	1.0%	\$ 13,058,275
Debt service	\$ 1,570,345	\$ 1,570,345	0.0%	\$ 2,387,980
Total Expenditures	\$ 29,726,063	\$ 29,798,444	-0.2%	\$ 37,219,728
Other Financing Sources/Uses				
Other financing sources	\$ 4,604,177	\$ 4,603,125	0.0%	\$ 5,198,000
Other financing uses	\$ (2,186,284)	\$ (2,186,284)	0.0%	\$ (3,442,874)
Total Other Financing Sources/Uses	\$ 2,417,894	\$ 2,416,841	0.0%	\$ 1,755,126
Change in Fund Balance (4)	\$ (1,549,256)	\$ (1,691,717)	8.4%	\$ (576,476)

- (1) Sales tax revenue is budgeted and received two months in arrears (i.e. October sales tax is received in November).
- (2) Grant revenues will be recorded when available for reimbursement.
- (3) Through November, fare revenue is up approx. 7% over the prior year. This increase is primarily attributable to the timing of bulk pass orders by outlets and businesses and the fare increase in the Maroon Bells Bus Tour. The chart below provides a YTD November 2015/2016 comparison of actual fare revenues and ridership on RFTA fare services:

Other Service/Maroon Bells	\$ 451,604	\$ 634,050	\$ 182,446	40%
Advertising	\$ 16,151	\$ 17,728	\$ 1,577	10%
Total Fare Revenue	\$4,031,006	\$4,302,695	\$ 271,689	7%
Ridership on RFTA Fare Services:				
	Nov-15	Nov-16 Prelim.	Increase/ (Decrease)	% Change
Highway 82 (Local & Express)	934,734	838,366	(96,368)	-10%
BRT	748,125	746,758	(1,367)	0%
SM-DV	52,494	51,794	(700)	-1%
Maroon Bells	174,202	199,768	25,566	15%
Grand Hogback	81,826	90,413	8,587	10%
Total Ridership on RFTA Fare Services	1,991,381	1,927,099	(64,282)	-3%
Avg. Fare/Ride				
	\$ 1.96	\$ 2.11	\$ 0.15	8%
	\$ 2.59	\$ 3.17	\$ 0.58	22%

- (4) Over the course of the year, there are times when RFTA operates in a deficit; however, we are projecting that we will end the year within budget.

RFTA System-Wide Transit Service Mileage and Hours Report

Transit Service	Mileage November 2016 YTD				Hours November 2016 YTD			
	Actual	Budget	Variance	% Var.	Actual	Budget	Variance	% Var.
RF Valley Commuter	3,444,073	3,451,646	(7,573)	-0.2%	155,948	153,928	2,020	1.3%
City of Aspen	491,422	448,395	43,027	9.6%	54,781	49,146	5,635	11.5%
Aspen Skiing Company	206,531	219,819	(13,288)	-6.0%	14,563	14,705	(142)	-1.0%
Ride Glenwood Springs	111,242	113,278	(2,036)	-1.8%	9,012	8,962	50	0.6%
Grand Hogback	192,840	201,480	(8,640)	-4.3%	7,753	7,527	226	3.0%
Specials/Charter	12,304	5,779	6,525	112.9%	831	856	(25)	-2.9%
Senior Van	16,354	16,572	(218)	-1.3%	1,994	1,710	284	16.6%
MAA Burlingame	24,511	22,683	1,828	8.1%	1,677	1,649	28	1.7%
Maroon Bells	73,101	65,296	7,805	12.0%	5,783	5,371	412	7.7%
Total	4,572,378	4,544,948	27,430	0.6%	252,342	243,854	8,488	3.5%

Roaring Fork Transportation Authority System-Wide Ridership Comparison Report

Service	Nov-15 YTD	Nov-16 YTD	# Variance	% Variance
City of Aspen	922,096	1,213,223	291,127	31.57%
RF Valley Commuter	2,418,182	2,300,641	(117,541)	-4.86%
Grand Hogback	81,826	90,413	8,587	10.49%
Aspen Skiing Company	442,334	474,151	31,817	7.19%
Ride Glenwood Springs	186,015	170,887	(15,128)	-8.13%
Glenwood N/S Connector		7,414	7,414	N/A
X-games/Charter	38,942	49,471	10,529	27.04%
Senior Van	3,364	3,641	277	8.23%
MAA Burlingame	31,709	58,589	26,880	84.77%
Maroon Bells	174,202	199,768	25,566	14.68%
Total	4,298,670	4,568,198	269,528	6.27%

Subset of Roaring Fork Valley Commuter Service with BRT in 2016

Service	YTD Nov 2015	YTD Nov 2016	Dif +/-	% Dif +/-
Highway 82 Corridor Local/Express	934,734	838,366	(96,368)	-10%
BRT	748,125	746,758	(1,367)	0%
Total	1,682,859	1,585,124	(97,735)	-6%

Facilities and Bus Stop Maintenance January 12, 2017
Capital Projects Update

Projects Nearing Completion:

AMF Phase 3- Indoor Bus Storage

AMF Phase 4- Inspection Canopy, Drive Lanes and Building Cladding

West Glenwood Springs Park and Ride/ GMF Phase 1A Expansion Project

These projects have reached substantial completion and new facilities are in use. There are some outstanding final fit and finish, punch list, warranty and project closeout tasks to perform over the next few months that will continue through 2017. There are no substantial issues to report with the budget or construction of these projects.

Basalt Underpass:

The construction of the Basalt underpass is generally proceeding as planned and there are no significant issues to report. The bottom concrete anchor slab for the first half of the underpass has been poured and the steel and forms are being placed for the walls of the underpass.

This forming process will continue for the next two weeks and the next significant concrete pour is scheduled for mid-January.

Glenwood Springs Expansion Phase 1:

The next phase of the GMF expansion project is scheduled to begin in mid-March of 2017.

This project will be a continuation of the work that was begun in 2016 to excavate a temporary parking lot adjacent to the GMF to provide bus parking to support the Grand Avenue Bridge project. The spoils from this excavation will be placed across the street to provide the fill necessary for the new parking lot planned for the that parcel.

The temporary parking for buses adjacent to the GMF will include temporary lighting, security fencing, stairway access and an asphalt surface. This excavation will eventually become the location for the new indoor bus parking and office facility at the GMF. Additionally, RFTA staff has been holding frequent calls with CDOT R3 and the Division of Transit and Rail (DTR) to secure the grant agreement for the funds to construct this additional work. Staff has also met twice with Glenwood Springs' Planning Staff to move the project through the approval process and staff is currently scheduled to present the project to the Planning and Zoning Commission at their January 22nd meeting.

Facilities, Rail Corridor & Trail Update

RFTA Employee Housing

- The Main Street apartment complex in Carbondale, a 5-unit complex with 7 beds, is currently at **100%** occupancy.
- The Parker House apartment complex in Carbondale, a 15-unit complex with 23 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 **96%**.
- As of September 1, 2016, RFTA had secured 15 two bedroom seasonal units at the Burlingame Complex. At the direction of the Operations and Maintenance Directors, staff turned two units back

over to Burlingame on November 30, 2016. RFTA has retained a total of 13 seasonal units for winter 2016/2017. The Burlingame seasonal housing is currently at 77% occupancy. Staff may return one additional unit back over to Burlingame on January 31, 2017.

- RFTA signed a master lease agreement with SKICO, similar to the lease RFTA has with Burlingame. A decision to secure summer housing units will need to be made no later than February 2017.

RFTA Railroad Corridor

Right-of-Way Land Management Project: Along with its legal and engineering consultants, RFTA staff has been working on completing the following tasks in 2016:

- RFTA has filed a “Notice of Intent to Partially Vacate and Modify the Notice of Interim Trail Use (NITU)” with the Surface Transportation Board (STB). This process will remove the East Leg of the WYE area in Glenwood Springs and designate the West Leg of the WYE as our main connection to the Interstate Rail System. A copy of the filing is available the STB website at this link: [https://www.stb.gov/filings/all.nsf/ba7f93537688b8e5852573210004b318/aa7b27903e1b5a528525803e00688992/\\$FILE/241632.pdf](https://www.stb.gov/filings/all.nsf/ba7f93537688b8e5852573210004b318/aa7b27903e1b5a528525803e00688992/$FILE/241632.pdf) . *This is still in process as the State Historic Preservation Office (SHPO) has filed an intervention due to RFTA’s request to remove the East Leg of the Wye. It is the East Leg that is eligible for the historic registry, not the West Leg of the WYE. The City of Glenwood Springs and CDOT are working with SHPO to address SHPO’s concerns.*
- An update to the 2005 Comprehensive Plan. ***The first document to be updated is the Access Control Plan. This item will be on the agenda for an update at the January 12th meeting with a planned first reading March 9, 2017 and a second reading April 13, 2017.***
- Once the draft versions of ACP and DG 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 updated list of crossings. ***A final version of the ACP and DG with all associated documentation will be made available on the RFTA website.***
- **Cole Subdivision. (UPDATE)** *Staff met with three of the four impacted homeowners onsite Wednesday, December 21st and spoke with the fourth homeowner by phone to discuss and finalize a list of their requests for improvements to each of their parcels as a result of the bargain and sale deed exchange process. Staff has now sent out the lists to each of the property owners for one final review and may bring a summary to the RFTA Board of Directors at the February 9, 2017 meeting for review and direction. Staff will continue to provide an update on this process monthly until a final agreement with the adjacent property owners has been reached.*
- **Recreational Trails Plan Update** - Staff will begin working on the update for the Recreational Trails Plan sometime in 2017. Staff will be using the Pitkin County Rio Grande Trail Management Plan as the starting point for the update and will be inviting the public to participate in this process. Staff will be working with the Pitkin County Open Space and Trails team to establish a permanent location for their 20’ trail easement.
- **South Bridge** – Staff will be meeting with the City of Glenwood Springs and CDOT for an update on this project on Tuesday, January 10th. Staff will provide an update for the Board in February.
- **Covenant Enforcement Commission (CEC)** – The annual CEC meeting is usually held in November but this year’s meeting will be held in March of 2017 to coincide with the second reading of the ACP. The CEC was established as a result 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 getting federal funding for future RFRHA transportation projects, the Conservation Easement was removed from the entire 34 miles of the Corridor and replaced with Conservation Covenants, in ten discrete areas. The obligations of the Conservation Covenants now belong to RFTA. GOCO allowed modification of its original grant agreement in return for RFRHA making the 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. Based on the annual CEC meeting, the report is reviewed by members of the CEC, and a letter is sent on the CEC's behalf to GOCO, along with a copy of the report. The 2016 Conservation Area Report has been prepared by Newland Project Resources, Inc. - Tom Newland. The staff report will be put together by Brett Meredith, RFTA's Trails Manager. Both reports will be emailed to the CEC members and a meeting will be scheduled and noticed. Please watch for an email from ahenderson@rfta.com or mmmasters@rfta.com with a meeting request and details for the annual CEC meeting.



Rio Grande Trail Update

- Staff continues working to beautify the corridor through Carbondale, called the Rio Grande ArtWay.
 - The Masterplan is on RFTA's website. <http://www.rfta.com/trail-documentation/>
 - Please feel free to reach out to Brett Meredith, bmeredith@rfta.com if you have any questions, comments and/or concerns regarding this process
 - Funding is needed for an irrigation system, picnic areas, art installations, native landscapes, a Latino Folk Art Garden, and creating a Youth Art Park
 - Staff is working with the Carbondale Rotary clubs, Carbondale Arts, and DHM Design to design the DeRail Park (SH 133 across from the Park and Ride) site. Construction will begin in the spring of 2017
 - Staff is working with SGM (Glenwood Springs' office) to design the Roll Zone portion of the ArtWay. Construction will begin in the spring of 2017
 - The public has been supportive and interested groups and businesses are signing up for participation
- Staff secured a Colorado Parks and Wildlife grant to fund a soft-surface trail through Carbondale and shoulder repairs along the lower 20 miles of corridor.
 - RFTA received the executed grant contract on October 6th and staff is coordinating with the contractor and preparing for the project
 - Shoulder repairs have been postponed until spring due to weather
- Staff is preparing for winter weather conditions along the corridor.
 - Staff closed the "wildlife section" (Catherine Bridge to Rock Bottom Ranch) on November 30th at 5:00pm. The gates will remain closed until April 30th, 2017 at 5:00pm
 - Once conditions allow, staff will groom the trail for cross country skiing from Snowmass Dr. up to Catherine Bridge
 - Staff will plow the trail from Carbondale down to Glenwood Springs when it snows 3" or more
 - Jud Lang, RFTA's Trail Tech will help Facilities with plowing around Carbondale when necessary