

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

TIME: 8:30 a.m. – 11:30 a.m., Thursday, February 8, 2018

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: Paul Taddune, General Counsel: One Matter: 1) Pursuant to C.R.S. 24-6-602 (e) and (f): CEO Performance Review | | Executive Session | 8:31 a.m. |
| 3 | Approval of Minutes: RFTA Board Meeting, January 11, 2018, page 3 | | Approve | 9:01 a.m. |
| 4 | Public Comment: Regarding items not on the Agenda (up to one hour will be allotted if necessary, however, comments will be limited to three minutes per person) | | Public Input | 9:02 a.m. |
| 5 | Items Added to Agenda – Board Member Comments: A. Introduction: Kurt Ravenshlag, Chief Operating Officer | 4.3.3.C | Comments | 9:10 a.m. |
| 6 | Consent Agenda: A. 1340 Main Street Ditch Easement Agreement – Mike Hermes, Director of Property Facilities and Trails, page 8 B. General Executive Constraint Policy 2.0 Certification – Dan Blankenship, CEO, page 9 | 2.8.11 2.3.7 2.0 | Approve Approve Concur | 9:20 a.m. |
| 7 | Public Hearing: A. Second Reading: Rio Grande Railroad Corridor Access Control Plan Update – Dan Blankenship, CEO and Angela Henderson, Assistant Director of Project Management and Facilities Operations, page 11 | 1.0 | Adopt | 9:25 a.m. |
| 8 | Presentation/Action Items: A. Integrated Transportation System Plan Update – Ralph Trapani, PTG, Bill Ray, WR-Communications, Todd Vitale, Vitale and Associates, page 15 B. Bus Operator and Passenger Security Policies, Procedures and Plans Update – Kurt Ravenshlag, COO, page 18 | 4.2.5 2.1.4 | Discussion/ Direction Discussion/ Direction | 9:50 a.m. 10:50 a.m. |
| 9 | Information/Updates: A. CEO Report – Dan Blankenship, CEO, page 21 | 2.8.6 | FYI | 11:15 a.m. |
| 10 | Issues to be Considered at Next Meeting: To Be Determined at the February 8, 2018 Meeting | 4.3 | Meeting Planning | 11:20 a.m. |
| 11 | Next Meeting: 8:30 a.m. - 11:30 a.m., March 8, 2018, Carbondale Town Hall | 4.3 | Meeting Planning | 11:25 a.m. |
| 12 | 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
January 11, 2018**

Board Members Present:

George Newman-Chair (Pitkin County); Mike Gamba-Vice-Chair (City of Glenwood Springs); Art Riddile (Town of New Castle); Dan Richardson (Town of Carbondale); Jacque Whitsitt (Town of Basalt); Jeanne McQueeney (Eagle County); Steve Skadron (City of Aspen)

Voting Alternates Present:

Alyssa Shenk (Town of Snowmass Village)

Non-Voting Alternates Present:

Greg Poschman (Pitkin County); Greg Russi (Town of New Castle); Ben Bohmfalk (Town of Carbondale)

Staff Present:

Dan Blankenship, Chief Executive Officer (CEO); Paul Taddune, General Counsel; Michael Yang, Chief Financial and Administrative Officer (CFAO); Nicole Schoon, Secretary to the Board of Directors; Mike Hermes, Angela Henderson, Brett Meredith, Dina Farnell, and Amy Burdick, Facilities & Trails Department; David Johnson, Planning Department; Paul Hamilton, Finance Department

Visitors Present:

William Mullins, Railroad Counsel for RFTA (Baker & Miller PLLC); Ralph Trapani and Emily Kushto (Parsons); Bill Ray (WR Communications); John Krueger and Jim True (City of Aspen); Tanya Allen (City of Glenwood Springs); Karl Hanlon, City Attorney (City of Glenwood Springs); Sheryl Bower (Garfield County); William Hahn, ATU Local 1774, and Amy Fulstone (Citizen)

Agenda

1. Roll Call:

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

2. Executive Session:

Mike Gamba moved to adjourn into Executive Session and Dan Richardson seconded the motion. The motion was unanimously approved. The Board adjourned into Executive Session at 8:32 a.m.

A. Two Matters: Paul Taddune, General Counsel:

- 1) Pursuant to C.R.S. 24-6-402(4)(b); conferences with an attorney for the local public body for the purposes of receiving legal advice on specific legal questions concerning potential and pending litigation (Sos/Alpine Tire); and
- 2) Pursuant to C.R.S. 24-6-602(e) and (f): CEO Performance Review

RFTA staff present at the Executive Session included: Dan Blankenship, Paul Taddune, Michael Yang, and Nicole Schoon.

Dan Blankenship and Michael Yang left the Executive Session prior to Executive Session Matter Two (2), Pursuant to C.R.S. 24-6-602(e) and (f): CEO Performance Review.

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

No action was taken during the Executive Session. The Executive Session adjourned at 9:40 a.m.

3. Approval of Minutes:

Jeanne McQueeney moved to approve the minutes of the November 9, 2017 Board Meeting and Art Riddile seconded the motion. The motion was unanimously approved.

4. Public Comment:

Newman asked if any member of the public would like to address the Board or make a comment. There were no comments from the public.

Newman closed Public Comments at 9:42 a.m.

5. Items Added to Agenda – Board Member Comments:

Newman asked if there were any items that needed to be added to the Board meeting Agenda. There were no items added to the meeting agenda.

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

Whitsitt stated that she is extremely proud and honored to be a member of the RFTA Board of Directors.

6. Consent Agenda:

A. Adoption of Federally Mandated Changes to RFTA Drug and Alcohol Policy – Dave Iverson, Operations Manager & Program Manager for RFTA's Drug and Alcohol Testing Program and Kent Blackmer, Co-Director of Operations

Whitsitt moved to approve the Federally Mandated Changes to RFTA Drug and Alcohol Policy and Mike Gamba seconded the motion. The motion was unanimously approved.

B. Intergovernmental Agreement for Garfield County Senior Programs – Traveler Services 2018 – Dan Blankenship, CEO

Whitsitt moved to approve the Intergovernmental Agreement for Garfield County Senior Programs – Traveler Services 2018 and Mike Gamba seconded the motion. The motion was unanimously approved.

C. Seven-Party Memorandum of Understanding Regarding Garfield County Senior Programs for 2018 – Dan Blankenship, CEO

Whitsitt moved to approve the Seven-Party Memorandum of Understanding Regarding Garfield County Senior Programs for 2018 and Mike Gamba seconded the motion. The motion was unanimously approved.

7. Public Hearing:

A. Resolution No. 2018-01: 2017 Supplemental Budget Resolution – Michael Yang, CFAO

Newman asked if any member of the public would like to address the Board or make a comment regarding Resolution No. 2018-01: 2017 Supplemental Budget Resolution. There were no comments from the public.

Gamba moved to approve Resolution 2017-12: 2017 Supplemental Budget Resolution and Whitsitt seconded the motion. The motion was unanimously approved.

B. Resolution No. 2018-02: 2018 Supplemental Budget Resolution – Michael Yang, CFAO

Newman asked if any member of the public would like to address the Board or make a comment regarding Resolution No. 2018-02: 2018 Supplemental Budget Resolution. There were no comments from the public.

Riddile moved to approve Resolution No. 2018-02: 2018 Supplemental Budget Resolution and Richardson seconded the motion. The motion was unanimously approved.

8. Presentation/Action Items:

A. Rio Grande Railroad Corridor Access Control Plan Update – Dan Blankenship, CEO and Angela Henderson, Assistant Director of Project Management and Facility Operations

Blankenship informed the Board that the 2nd Reading of the Access Control Plan Update has been continued since the May 11, 2017 Board meeting. At that meeting, Steve Skadron, Mayor, City of Aspen, and RFTA Board member, had expressed reservations about some of the protections afforded the railroad corridor by the May 11th version of the ACP. He requested more time to review the document with assistance from Jim True, the Aspen City Attorney.

Subsequently, several meetings and conference calls were conducted, which included True, Karl Hanlon, Glenwood Springs City Attorney, William Mullins, RFTA's Surface Transportation Board and Railbanking expert, Paul Taddune, RFTA General Counsel, and RFTA staff. As a result of the ongoing discussions regarding the May 11th version of the ACP Update, consensus was reached on mutually acceptable revisions that helped to strengthen the protections afforded by the ACP.

Blankenship stated, if the Board was agreeable, the revised ACP Update, which was provided in the January 2018 RFTA Board Meeting Portfolio.pdf, would be scheduled for 2nd Reading at the February 8th Board meeting. True, Hanlon, and Mullins were in attendance at the meeting to answer any questions the Board had regarding the ACP, and it appeared there was general Board agreement to move forward with the 2nd Reading of the ACP on February 8th.

B. [Integrated Transportation System Plan Update](#) – Ralph Trapani, PTG

Ralph Trapani stated that only three (3) Elected Official meetings have not yet occurred; Eagle County Commissioners, Aspen City Council and Rifle Regional Economic Development Council. These meetings have been scheduled and will take place within the next few months.

Based upon the Elected Official meetings, Trapani suggested removing the SH 133 Carbondale underpass and the Glenwood Springs 15th Street pedestrian crossing from the list of priority ITSP projects. Items that were suggested to be added or expanded were: Optimizing the I-70 Grand Hogback Services, with increased services only to New Castle; the SH 82-South Bridge grade separated crossing; and the Glenwood Spring's 14th Street vehicular bridge/RGT crossing.

Several policy issues were raised, such as the cost and extent of the LoVa Trail and how much RFTA should be involved financially. In addition, there should be consistency between individual RFTA pedestrian crossing contributions, i.e. determine the amount and maintain it. Reconsideration of RFTA's role in funding circulators should be discussed because, at community outreach meetings, a number of individuals expressed the need for in-town circulators, which would help get riders to and from the buses. Also, increasing and improving first and last mile mobility options could decrease the need for and costs of park-n-rides, and this topic should be explored. Reducing current local service within Blue Lake and Basalt as a means of partially funding the cost of circulators should also be evaluated.

Bill Ray discussed the status of the upcoming opinion poll, which will be conducted in late January and early February. The polling will target approximately 400 registered voters, with the majority of the polls going out to voters' land-lines and cell phones, and an additional 100 on-line responses. The polling questions are currently being finalized and those will be presented at the February Board meeting along with the results of the poll.

9. [Board Governance Process](#):

A. [Resolution No. 2018-03: Election of RFTA Board Officers for 2018](#) – Paul Taddune, General Counsel

Whitsitt nominated George Newman to be the 2018 RFTA Board Chairperson and Dan Richardson as the 2018 RFTA Vice-Chairperson.

Richardson respectfully declined the nomination for the 2018 RFTA Vice-Chair, due to the Town of Carbondale elections in April, 2018.

Whitsitt nominated George Newman to be the 2018 RFTA Board Chairperson and Steve Skadron seconded the motion. The motion was unanimously approved.

Skadron nominated Jeanne McQueeney to be the 2018 RFTA Board Vice-Chairperson and Whitsitt seconded the motion. The motion was unanimously approved.

Richardson nominated Nicole Schoon to be the 2018 RFTA Board Secretary and Whitsitt seconded the motion. The motion was unanimously approved.

Richardson nominated Michael Yang to be the 2018 RFTA Board Treasurer and Whitsitt seconded the motion. The motion was unanimously approved.

10. Information/Updates:

A. CEO Report – Dan Blankenship, CEO

11. Issues to be Considered at Next Meeting:

12. Next Meeting: 8:30 a.m. – 11:30 a.m., February 8, 2018 at Carbondale Town Hall, 511 Colorado Avenue.

13. Adjournment:

Newman adjourned the January 11, 2018 Board Meeting at 11:18 a.m.

Respectfully Submitted:

Nicole R. Schoon

Secretary to the RFTA Board of Directors

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

| | |
|-----------------------------|---|
| Meeting Date: | February 8, 2018 |
| Agenda Item | 1340 Main Street Ditch Easement Agreement |
| Policy #: | 2.3.7: Financial Condition and Activities |
| Strategic Goal: | Efficient: RFTA will be efficient and agile in management, operations, and use of resources. |
| Staff Recommends: | Staff recommends that the RFTA Board approve the consolidation of the two irrigation ditch easements, which are currently located on the 1340 Main Street office building parcel and authorize the CEO to sign the easement agreement subject to approval as to form by the RFTA General Counsel. |
| Presented By: | Mike Hermes, Director of Facilities |
| Core Issues: | The construction of the Crystal River Marketplace (CRM) in Carbondale will require that the Rockford irrigation ditch that runs through the CRM parcel be realigned to facilitate the development of the parcel. The realignment of the Rockford ditch needs to begin far enough up valley so that the new ditch alignment has sufficient fall to allow the irrigation water to flow freely throughout the new alignment. The project will begin at a point upstream from the 1340 Main Street (Bank) office parcel, which RFTA acquired to house staff from various departments. This project will require the consolidation of the two branches of the Rockford ditch, which currently pass through the Bank parcel into one consolidated ditch within a new easement. This project will not only facilitate the development of the CRM parcel but will also benefit RFTA by extinguishing the two easements currently encumbering and bisecting the property and combining them into one smaller easement relocated to the eastern edge of the property. |
| Background Info: | <p>In 2011 RFTA acquired the “Bank” office building using a lease purchase agreement with Alpine bank to provide offices for 13 RFTA employees from different departments. At the time the property was purchased the parcel was bisected by the Rockford irrigation ditch which splits into two branches above the Bank office parcel and passes on either side of the RFTA office building. The two branches are currently an open irrigation ditches, which occupy separate easements agreements through the property.</p> <p>This realignment project will benefit the future redevelopment value of the property by extinguishing the two existing ditch exclusive ditch easements which bisect the property and encumber a combined 30 feet of the parcel. The new easement agreement will be a non-exclusive, 20 foot wide easement for a covered irrigation ditch, which will be relocated to the eastern edge of the property. This will create a much “cleaner” parcel, which will have more space and better development potential.</p> |
| Policy Implications: | RFTA Board Financial Condition and Activities Policy 2.3.7 states, “The CEO shall not acquire, encumber or dispose of real property.” |
| Fiscal Implications: | There is no financial impact to RFTA for this project. |
| Attachments: | Yes, please see “RFTA Board 02.08.18_Rockford.Ditch.Easement.pdf,” and “Alpine-RFTA.Ditch.Easement.02.2017.pdf” included in the February 2018 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the RFTA Board Agenda packet. |

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

| | |
|-----------------------------|--|
| Meeting Date: | February 8, 2018 |
| Agenda Item: | General Executive Constraint – 2.0 |
| POLICY # | 2.0 – GENERAL EXECUTIVE CONSTRAINT |
| Strategic Goal | Update Board Governance Policies |
| Recommendation: | Accept the report. |
| Presented By: | Dan Blankenship, CEO |
| Core Issues: | <ul style="list-style-type: none"> • The RFTA Board adopted a Governance Policy Manual on July 16, 2003 that requires the CEO to periodically certify compliance with Board policies. • The RFTA Board amended policy 2.0 – General Executive Constraint by Resolution No. 2014-15 on September 11, 2014. • The 2018 schedule for monitoring CEO performance requires the CEO to submit an annual monitoring report to the Board regarding General Executive Constraint – Policy 2.0 in February 2018. • Inadvertently, the annual monitoring report that was due in February 2017 was omitted. Accordingly, the attached 2.0 monitoring report covers two years. |
| Background Info: | See above. |
| Policy Implications: | The activities of the CEO are governed by Management Limitation policies initially adopted by the RFTA Board of Directors on July 16, 2003, and which are currently in the process of being updated. |
| Fiscal Implications: | There are no fiscal implications related to this monitoring report. |
| Attachments: | Yes, see the monitoring report attached below for General Executive Constraint (2.0) . |

TO: RFTA Board of Directors
FROM: Chief Executive Officer
RE: INTERNAL MONITORING REPORT - MANAGEMENT LIMITATIONS

Annual Monitoring on Policy 2.0: GENERAL EXECUTIVE CONSTRAINT

I hereby present my monitoring report on your Management Limitations policy 2.0 "General Management Constraint."

BROADEST POLICY PROVISION: *"The CEO shall not knowingly cause or allow any practice, activity, decision or organizational circumstance that is unlawful, unethical, imprudent, in violation of the Intergovernmental Agreement or in violation of commonly accepted business practices."*

Compliance: Given that the 2017 - 2.0 General Executive Constraint monitoring report was inadvertently omitted, I was out of compliance with the requirement to submit it in February 2017.

Also, over Labor Day Weekend in 2017, I allowed buses and facilities acquired with some portion of Federal funding to be used to provide charter service for the Jazz Aspen-Snowmass concerts. Typically, only locally funded buses and facilities would have been used to support and provide the Jazz Aspen-Snowmass concert transit service over Labor Day Weekend. However, due to the severe vehicle and facility constraints associated with RFTA's support of the Grand Avenue Bridge project, and based upon the recommendation of Operations and Maintenance staff, I permitted some federally funded buses and the Aspen Maintenance Facility to be used to support the Jazz Aspen-Snowmass transit services. Although this was an extraordinary circumstance, I am reporting non-compliance inasmuch as, technically, this was a violation of Federal Transit Administration charter regulations.

Signed: Dan Blankenship, CEO Date: February 8, 2018

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

| | |
|------------------------|---|
| Meeting Date: | February 8, 2018 |
| 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 all sections of the updated Rio Grande Railroad Corridor Comprehensive Plan |
| Presented By: | Dan Blankenship, CEO Angela Henderson, Assistant Director, Project Management and Facilities Operations |
| Recommendation: | <p><i>At the November 9, 2017 meeting, the RFTA Board continued Second Reading of the Access Control Update until February 8, 2018. Following a series of meetings with the City Attorneys of Glenwood Springs and Aspen, at which the latest round of proposed updates to the ACP were discussed, the group reached consensus on the final version of the draft 2018 ACP Update.</i></p> <p><i>At the January 11 meeting, the RFTA Board was briefed on revisions that were made to the version of the ACP that was submitted for Second Reading on May 11, 2017. Since May 2017, Second Reading of the ACP Update has been continued, pending a review and tentative approval of the draft by the Cities of Aspen and Glenwood Springs.</i></p> <p><i>The final draft version of the ACP, with all of the Exhibits and Appendices, was posted on the RFTA website in preparation for the scheduled Second Reading on February 8, 2017. The Public Hearing regarding Second Reading of the ACP has been duly noticed. Staff recommends adopting the final draft 2018 ACP Update.</i></p> |
| Core Issues: | <p>1. Since the proposed update of the Access Control Plan (ACP) that was submitted for Second Reading on May 11, 2017, the ACP underwent addition revisions proposed by the City of Aspen, which were intended to improve the strength of corridor protections and provide clarity about policies and procedures. Following is a brief summary of the revisions made to the version of the ACP that was submitted for Second Reading on May 11, 2017:</p> <p>A. A statement was added in Section 5.0, clarifying that the ACP is advisory and not intended to grant or permit any adjacent landowner or public entity any greater rights of access over, under, along or across, the Corridor than they would otherwise have under Colorado law or to impair or limit RFTA’s rights as a public entity and landowner in managing its corridor. This will help ensure that provisions of the ACP cannot be used to compel RFTA to do anything in relation to its management of the corridor that it would not otherwise be required to do by Colorado law:</p> <p><i>“Notwithstanding anything in this document to the contrary, because this ACP is advisory, nothing herein is intended to grant to or permit any adjacent landowner or public entity any greater rights of access over, under, along or across the Corridor than they would otherwise have under Colorado law or to impair or limit RFTA’s rights as a public entity and landowner in managing its Corridor.”</i></p> <p>B. A statement in Section III, “RFTA Philosophy Regarding Proposed Public and Private Crossings and Other Uses of the Rail Corridor,” has been added clarifying that RFTA has absolute discretion to determine whether proposed uses of the corridor might jeopardize the Corridor’s Railbanked status:</p> |

*“RFTA will also endeavor to use a reasonable approach when working with crossing sponsors to help them design their projects to be cost effective, **so long as in the absolute discretion** of RFTA, its legal counsel, and railroad engineers, the preservation of the Corridor’s Railbanked status would not be jeopardized.”*

- C. In Section VI, “POLICIES FOR MANAGING RAILROAD CORRIDOR CROSSINGS AND ENCROACHMENTS, 2.0, Purpose, Intent, and Audiences,” concerns regarding the minimization of future financial liability to RFTA posed by projects proposed by crossing sponsors have been addressed:

*“Minimize, to the extent feasible, future financial liability and costs to RFTA and constituent-member jurisdictions arising from third party use of the Railroad Corridor, including the expense of upgrading any existing or approved crossings of the Railroad Corridor, as practicable. **Approval may include obtaining financial security.**”*

- D. In Section VI, “POLICIES FOR MANAGING RAILROAD CORRIDOR CROSSINGS AND ENCROACHMENTS, 2.0, Purpose, Intent, and Audiences,” language regarding the purpose and need has been strengthened:

“To preserve the Railroad Corridor for future private and public transportation options and to maintain the Corridor’s railbanked status under 16U.S.C. 1247(d) and under the jurisdiction of the STB for future freight and/or commuter rail reactivation.”

- E. Terms such as “shall” have been replaced with “may” to provide decision-making latitude for the RFTA Board and staff when reviewing proposed Corridor uses or changes to existing uses, inasmuch as each proposed use could involve unique circumstances. For example, Section 12.0, “Improvements and Maintenance for Existing Crossings, Improvements,” states the following:

*“In the event that a proposed public or private project causes a verifiable increase in either the peak hour vehicular volume or the total vehicular volume using the corridor crossing, or a documented safety issue exists, the need for rail/trail and/or safety improvements shall be assessed. RFTA **may** cooperate with owners to allocate the cost of the safety improvements between the owners and RFTA as equitably as practicable. However, nothing in this document, paragraph, or section, is intended to obligate RFTA to make any contributions or otherwise obligate RFTA to collaborate on such improvements.”*

- F. Based upon the recommendation of William Mullins, Baker and Miller, PLLC, RFTA’s Surface Transportation Board (STB) and Railbanking expert, the language in Section 16.0, “Process for the application for approval of a New Crossing,” has been made consistent wherever similar language appears throughout the document:

*“Until freight or commuter rail is imminent or active in the corridor, RFTA will generally approve new public at-grade crossings that are consistent with the DG or otherwise are approved by the RFTA Board of Directors, **insofar as such crossings would not preclude or permanently interfere with RFTA’s ability to reactivate freight rail service.**”*

- G. In addition, based on suggestions from the Aspen City Attorney, the current version of the ACP has been revised and reorganized to provide more consistency in the use of terms, to remove a number of repetitive statements, and to make the ACP

| | |
|---------------------------|--|
| | <p>easier to apply when RFTA receives requests for proposed new uses or changes to existing uses. As such, the revisions better define the types of corridor uses allowed, as well as the processes that adjacent property owners and jurisdictions should follow to seek approval of them.</p> <ol style="list-style-type: none"> 2. Now that consensus has been reached by Attorneys and staff, it is recommended that the RFTA Board approve the current draft version of the ACP on Second Reading, at the February 8, 2018, RFTA Board meeting. 3. Following approval of the ACP on February 8, staff will begin working on the update of the Recreational Trails Plan and other sections of the Rio Grande Railroad Corridor Comprehensive Plan. Each section of the Plan, as well as the overall Comprehensive Plan, will require a unanimous vote of the seven constituent governments of the Roaring Fork Railroad Holding Authority. In the interim, adoption of the ACP Update will provide staff with policies by which to review future proposed uses of the Corridor and enable staff to devote its full attention to completing the Comprehensive Plan. |
| <p>Background:</p> | <ol style="list-style-type: none"> 1. Adoption of the components of the Comprehensive Plan Update requires a unanimous vote of the seven original constituent members of the Roaring Fork Railroad Holding Authority (RFRHA). The New Castle Board Member can vote on the Access Control Plan, however his/her vote would not be binding because New Castle was not a constituent member of RFRHA. 2. At the April 13, 2017 meeting, following approval on First Reading, the RFTA Board unanimously agreed to schedule the draft 2017 ACP Update for Second Reading at the May 11, 2107 meeting. 3. Subsequently, the proposed May 11, 2017 version of the ACP was not approved and Second Reading has been continued to February 8, 2018, pending the review and acceptance of modifications proposed by the City of Aspen. Since then, RFTA Attorneys and staff have worked with the Aspen and Glenwood Springs City Attorneys to reach agreement on mutually acceptable ACP language. In addition, several provisions of the ACP were reorganized to create a more cohesive and user-friendly document for RFTA, the local jurisdictions, and the general public. 4. At this time, the City of Attorneys for Glenwood Springs and Aspen, as well as the RFTA General Counsel and RFTA's STB/Railbanking expert, have reached consensus regarding the sufficiency and acceptability of the current proposed version of the ACP. 5. As a reminder, the 2001 Great Outdoors Colorado (GOCO) Legacy grant stipulates that the Corridor Comprehensive Plan (CCP) should be updated every five years. The CCP was last updated in 2005 and adopted in 2006. Technically, the CCP should have been updated in 2010 or 2011, however, due to the staff effort required to implement BRT, the CCP update process was postponed until 2014. 6. Elements of the CCP that should be updated on the 5-year cycle are: <ol style="list-style-type: none"> A. Access Control Plan (ACP): The update addresses revisions to access control policies as well as updates the inventory of existing and anticipated uses of the corridor, such as crossings, utilities, and encroachments. B. Recreational Trails Plan (RTP): The update will address the interim recreational trail, which was completed in 2008, as well as any changes to goals and policies. |

| | |
|-----------------------------|--|
| | <p>C. Overview of Compliance with requirements of the GOCO Legacy Grant: The overview will serve as a reset to bring actions taken on the corridor since the last update current with GOCO.</p> |
| Policy Implications: | Board End Statement 1.1 says, "The Rio Grande Corridor is Appropriately Protected and Utilized." |
| Fiscal Implications: | Approximately \$200,000 has been budgeted in 2018 for the Comprehensive Plan Update and other corridor management-related tasks. |
| Attachments: | <p>Yes, please see "01-11-18 Final Draft ACP.pdf" included in the February 2018 RFTA Board Meeting Portfolio.pdf, attached to the e-mail transmitting the RFTA Board Agenda packet.</p> <p>In addition, the January 11, 2018 draft of the Rio Grande Railroad Corridor ACP document with the Exhibits and Appendices is available on the RFTA website at: https://www.rfta.com/trail-documentation/ . Please note, the entire document is approximately 530 pages.</p> |

**RFTA BOARD OF DIRECTORS MEETING
 “PRESENTATION/ACTION” AGENDA ITEM SUMMARY # 8. A.**

| | |
|-----------------------------|---|
| Meeting Date: | February 8, 2018 |
| Agenda Item: | Integrated Transportation System Plan (ITSP) Phase I Stage 3 Update |
| Policy #: | 4.2.1: Board Job Products |
| Strategic Goal: | Complete Stages 3 and 4 of the Integrated Transportation System Plan (ITSP) |
| Presented By: | Ralph Trapani, Parsons Transportation Group (PTG) Bill Ray, WR Communications Todd Vitale, Vitale and Associates |
| Recommendation: | <ul style="list-style-type: none"> • Review and discuss progress of the ITSP, Phase I, Stage 3: Alternatives Analysis and Funding Update. • Discuss results of Public Opinion Survey |
| Core Issues: | <p>The Consultant Team and RFTA have completed development of scopes and conceptual cost estimates for the alternatives that emerged as long-term priorities. These alternatives were packaged into short-term (0-5 years), medium-term (6-10 years) and long-term (11-20+ years) scenarios.</p> <p>RFTA will need to secure additional, long-term funding to implement these region-wide transportation priorities. Consultants and staff received direction from the Board to perform additional due diligence on the range of implications of a property tax levy of from 1 to 5 mills, if approved on the November 2018 ballot.</p> <p>This month’s update will focus on the results of a poll conducted in late January, targeting 400 likely registered voters, with sub-targets of about 25% on-line responses, 45% cell phones, and 30% land lines. The survey analyzed opinions regarding:</p> <ul style="list-style-type: none"> • Important regional Issues (such as schools, environment, public safety, transportation, economy) • Sensitivity to various mill levy increases, of up to 5 mills, for ITSP-based projects • Priorities of transportation projects, regionally and within specific municipalities <p>The ITSP update will focus on the results and implications of this survey. A memorandum from Bill Ray, with some high-level preliminary results is attached below.</p> |
| 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.” |

| | |
|-----------------------------|---|
| Fiscal Implications: | Stage 3 will be completed by mid-2018. In 2017, the RFTA Board approved the Stage III budget of \$367,000; the unexpended portion of which is being rolled forward into 2018. The additional effort required to gauge public support for and develop policy regarding a potential mill levy increase will cost approximately \$158,000. Additionally, \$110,000 is needed for the development of a Financial Planning Model. Both of these costs have already been approved and budgeted by the RFTA Board. The Stage 4 budget for Parsons is \$237,200 and that amount was approved and included in the 2018 budget. |
| Attachments: | Yes, please see "RFTA Board 020818 ITSP Stage III-v2 FINAL.pdf," included in the February 2018 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the RFTA Board Agenda packet. |



MEMORANDUM

TO: Ralph Trapani, Parsons
DATE: January 31, 2018
RE: Update on Baseline Polling

Please utilize the following memo to update the RFTA Board of Directors and management ahead of the February 8 board meeting on the baseline poll being conducted by WR Communications and Vitale and Associates.

At this point, all 300 telephone surveys have been completed, and we are working to complete the online surveys, which is a much slower process. We are analyzing the data collected through the telephone responses to begin developing a presentation and recommendations for the board. As we review the different data sets and the open-ended/verbatim responses to provide an in-depth look at the preliminary ballot language and messaging, Todd and I wanted to share these valuable data points:

- 63 percent of respondents believe that the region is on the right track, with only 28 percent saying its on the wrong track.
- 68 percent of respondents say they receive a “Good Value” for their taxes paid and services provided.
- 43 percent give RFTA an “A” for delivering transportation services. Another 36 percent give RFTA a “B” grade.
- 24 percent say that traffic congestion is “Extremely Serious,” with another 29 percent saying its “Very Serious.”

Many of these numbers align with the results from the late-August survey for the board retreat. That survey also showed a high level of concern for traffic congestion and gave RFTA a strong grade for addressing transportation in the region.

As Todd and I continue to review the data, we believe these responses form a strong base of support and trust for RFTA to proceed with a public-finance proposal. We will be using these numbers, combined with the responses on the preliminary ballot language, to make recommendations to RFTA.

We look forward to presenting the full, analyzed results on February 8 and continuing this important process with RFTA and the region.

**RFTA BOARD OF DIRECTORS MEETING
 “PRESENTATION/ACTION” AGENDA SUMMARY ITEM # 8. B.**

| | |
|--------------------------|--|
| Meeting Date: | February 8, 2018 |
| Agenda Item | Bus Operator and Passenger Security Policies, Procedures, and Plans Update |
| Policy #: | 2.8.11 Board Awareness & Support |
| Strategic Goal: | Safety: Create Bus Operator/Passenger Security Plan |
| Staff Recommends: | Staff Recommends Board support of the recommended safety improvements presented within this Agenda Summary |
| Presented By: | Kurt Ravenschlag, Chief Operating Officer |
| Core Issues: | <p>After receiving feedback from The Driver Safety Taskforce, Colorado Protective Services, Union Representation and Bus Operations, the following list of security enhancements are recommended for immediate implementation with the increased security funding made available by the RFTA Board of Directors to address Driver and Passenger Safety Concerns.</p> <ul style="list-style-type: none"> • Maintain existing security service levels shared by RFTA and City of Aspen • Increase security staffing on Friday and Saturday to one additional security officer for additional bus security up valley with focus on Snowmass runs with continued presence to Snowmass Village at 2:15am • Add random security shifts to provide coverage in the morning, midday, and early evening • Add a down valley security person to ride Glenwood to El Jebel with coverage in Carbondale at 10:00pm and Glenwood at 12:00am • Work with local law enforcement agencies to request more police presence at key stop locations and on buses • Work with District Attorney’s office to prosecute individuals who have physically assaulted a Bus Operator or other passenger • Continue to work with local law enforcement to ensure an effective passenger exclusion policy that holds passengers accountable for violation of RFTA Code of Conduct • Add on-bus signage that reminds passengers of the RFTA firearm ban on all public buses • Revise the RFTA Code of Conduct signage that includes language that clearly illustrates that the Impediment of a Bus Operator is a violation of the RFTA Code of Conduct and a crime within the State of Colorado <p>Additional measures that RFTA staff will continue to investigate is the ability for security personnel to have direct access to, real time, on-board video to more effectively deploy security resources and be more proactive to incident response. Staff will also investigate various software and smart phone applications that allow passengers to directly report safety concerns to security personnel, real time, for a more effective and timely response.</p> <p>It has also been recommended by the Driver Safety Task Force, Colorado Protective Services and RFTA staff to consider the ban of open containers of alcohol, on-board</p> |

the bus. This recommendation will be presented to the Board at a later date for a more in depth conversation.

Background Info:

In recent weeks, it has come to the attention of RFTA and the RFTA Board of increased concerns about the safety of drivers in relation to violent and/or unruly passengers. Several documented instances of driver confrontation and assaults have occurred.

The RFTA Board has expressed concern over these reports and has appropriated additional funds to combat disruptive behavior.

RFTA management has expressed interest in providing security presence in the down valley areas of Carbondale and Glenwood Springs specifically regarding vandalism and securing restrooms to prevent individuals from camping in the rest rooms, from being in distress while in the restrooms or committing crimes within.

Colorado Protective Services staff have also expressed increasing concerns with the Aspen to Snowmass bus as rowdy and unruly behavior coupled with extreme capacity make this route troublesome.

City of Aspen is expressing concerns about safety on the local routes specifically the Castle/Maroon bus. With numerous homeless riding the bus to go to the services at the Health and Human Services Facility.

Security has also been made aware of concerns with homeless on the Cemetery Lane bus as they are riding to Red Butte Dr. to access their campsite along the Rio Grande Trail. Homeless population has increased significantly with loitering, setting out bedding, sleeping on benches and buses, and riding the buses continually. Security has experienced this problem in the past and learned that when left unchecked, homeless will begin to develop a turf that they tend to protect against other homeless or regular passengers who may want to sit in their area. Homeless regularly challenge security when asked to move along or maintain control of their belongings. As a rule, however, homeless tend to become more compliant once security arrives on site.

RFTA Incident Summary

| | 2015 | 2016 | 2017 |
|---|-------------|-------------|-------------|
| Driver Assault | 0 | 0 | 4* |
| Passenger Assault | 4 | 5 | 2 |
| Threats | 0 | 3 | 6 |
| Verbal Abuse/Disruption/Well Fare Check | 17 | 26 | 42 |
| Passenger Dispute | 5 | 7 | 9 |
| Ejected | 6 | 7 | 3 |
| Vandalism | 6 | 5 | 7 |
| Fare Scams | 4 | 5 | 12 |
| Animal | 1 | 1 | 6 |
| Total | 43 | 59 | 91 |

*The assaults listed in 2017 include: passenger knocking water bottle from drivers hand, two separate incidents of passengers spitting on driver and one incident of a passenger physically striking a driver.

| | |
|-----------------------------|---|
| | <p>RFTA staff have created the Driver Safety Taskforce, which conducted their first meeting on December 26, 2018, to review and address concerns of driver safety. This Task Force is comprised of bus operators, Colorado Protective Services and Operations Management.</p> <p>RFTA staff and Colorado Protective Services also met with Bus Operator and Union President, Ed Cortez on January 30, 2018 to review the safety enhancements developed from feedback from the Driver Safety Task Force, Colorado Protective Services and Bus Operations. Mr. Cortez provided additional feedback that has been included in the recommended safety enhancements for bus operator and passenger safety.</p> |
| Policy Implications: | Board Awareness and Support policy 2.8.11 states “The CEO shall not cause or allow the Board to be uninformed or unsupported in its work.” |
| Fiscal Implications: | The RFTA Board of Directors appropriated \$125,000 for Security / Loss Prevention in the 2018 Operations Department. This budget reflects an increase of \$45,000 or 56.25% from the 2017 budgeted amount of \$80,000. |
| Attachments: | N/A |

RFTA BOARD OF DIRECTORS MEETING
“INFORMATION/UPDATES” AGENDA SUMMARY ITEM # 9. A.

CEO REPORT

TO: RFTA Board of Directors
FROM: Dan Blankenship, CEO
DATE: February 8, 2018

RFTA Receives Community Transit Association of America (CTAA) Three-Year Safety and Security Accreditation: In accordance with Board Management Limitation Policy 2.1.3.a, which states: The CEO “shall not fail to obtain a Safety and Security accreditation from Community Transportation Association of America, or a similarly qualified organization, at least every three years beginning in 2014,” RFTA received the following certification from CTAA.

January 5, 2018

Mr. John Filippone TSSP; CSSO
Roaring Fork Transportation Authority
0051 Service Center Drive
Aspen, CO 8161

Dear Mr. Filippone:

Congratulations! This letter is to inform you that Roaring Fork Transportation Authority has again been awarded full Community Transportation Safety and Security (CTSSA) accreditation for a period of three years by the Community Transportation Association of America.

This premier status was achieved through completion of a desk review and a rigorous on-site review performed October 16 and 17, 2017 by Michael Noel, a Master Reviewer for this program. Your CERTIFICATE OF FULL PARTICIPATION is enclosed, dated today, and will certify your status for three years, through January 5, 2021.

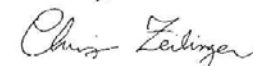
Mr. Noel followed our program's guidelines to conduct a detailed examination in nine critical areas: (1) Leadership and Management; (2) Transit Operations; (3) Vehicles and Maintenance; (4) Facilities and Maintenance; (5) Personnel; (6) Training; (7) Organizational Safety; (8) Organizational Security and (9) Community Emergency Response Preparedness. We were impressed that this review satisfied our standards in all nine of these areas, with no remedial or corrective action found to be necessary. Naturally, our reviewer found opportunities to further improve and strengthen your operations, which have been discussed with you and your staff.

Achievement of CTSSA re-accreditation could not be possible without the cooperation and efforts of the governance and staff of Roaring Fork Transportation Authority. Through full participation in this program, RFTA has showed its ongoing commitment to the safety and security of the travelling public.

If you, your staff, or members of your Board of Directors have questions or comments about this program and your participation in it, I will be happy to be contacted by phone at 202-250-4108, or via e-mail at zeilinger@ctaa.org.

Congratulations again!

Sincerely,



Chris Zeilinger
Assistant Director, Governmental Affairs and Training



Transit For All

800.891.0590

www.ctaa.org

1341 G St., NW
2nd Floor
Washington, DC
20005

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. At that time, the Board directed staff to provide periodic updates regarding RFTA's compliance with CNG safety policies and procedures. The Executive Summary of the 2017 annual year-end report is as follows:

Executive Summary

Inspections were conducted and there were three significant areas of concern to report.

- During the September 19, 2017 monthly inspection, we encountered an unattended diesel bus in the fueling bay being fueled. We notified the supervisor who responded accordingly.
- Responses from office staff, dispatch, drivers, and hostlers indicate varying degrees of familiarity with CNG training. Some say CNG training was only conducted when hired, some say they receive it every 6 months, some say annually. The training should be consistent. Blake had mentioned he is considering making some videos for continued training.
- SGM observed drivers walking through fueling bay on several occasions this quarter. Only hostlers and building maintenance personnel should be in the fueling bay. Drivers and other personnel should not walk through the fueling bay to meet safety standards of CNG fueling.

Noteworthy issues include:

- Building maintenance staff continues to do a commendable job keeping equipment maintained so that CNG fueling is safe and as uninterrupted as possible. SGM now reviews the maintenance reports in Trapeze.
 - Reviewing the maintenance reports indicated two instances when the diesel pump was left on. These two instances occurred on 12/16 and 12/29/2017.
- Staff that was interviewed about safety protocol generally was informed; however, drivers still have less CNG knowledge than hostlers and mechanics. Consistent training is recommended.
- SGM toured the roof on its last visit and inspected the HVAC equipment, exhaust fans, and event exhaust fans. Maintenance was being performed by building staff at the time. Air filters were replaced, belts were checked or replaced, bearings were greased, etc.

A complete copy of the SGM report (RFTA_CNGsupport_MemoYearEnd2017.pdf) can be found in the February 2018 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the RFTA Board Agenda packet. In addition, please see the "SGM fourth QTR 2017 Corrective Action Plan," developed by Kurt Ravenschlag, COO, also included in the portfolio.

RFTA Receives Aspen Chamber Resort Association (ACRA) 2017 Non-Profit Organization of the Year Award:

George Newman, RFTA Chairman, and Dan Blankenship, CEO, accepted the ACRA 2017 Non-Profit of the Year Award at the 2017 Helen K. Klanderud WINTERSKÖL Awards Luncheon on January 11th. RFTA was honored for the array of transit services it provides to support communities throughout the region; most notable of which was the service it provided last summer and fall to help commuters during the Grand Avenue Bridge closure. A video of the presentation can be viewed by clicking on the following link, and fast forwarding to 54 minutes: <http://www.grassrootstv.org/view?showID=15122>



APTA Legislative Conference

The APTA Legislative Conference will be held March 18-20, 2018 in Washington, D.C. The Legislative Conference educates 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 includes General Sessions, presentations from Legislators, and visits with delegations on Capitol Hill. David Johnson, Director of Planning, and Michael Yang, CFAO, plan to participate on behalf of RFTA.

For more information, please visit: <http://www.apta.com/mc/legislative/Pages/Default.aspx>

If a member of the RFTA Board is interested in attending, please contact Michael Yang at myang@rfta.com or (970) 384-4884.

Planning Department Update – David Johnson, Director of Planning

The “02-08-18 Planning Department Update.pdf,” can be found in the February 2018 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the RFTA Board Agenda packet.

2017 Actuals/Budget Comparison (December YTD)

| 2017 Budget Year | | | | |
|---|------------------------------|-----------------------|-----------------------|----------------|
| General Fund | December YTD (as of 1/31/18) | | | |
| | Actual | Projection | Amended Budget | % Var. |
| Revenues | | | | |
| Sales and Use tax (1) | \$ 19,591,558 | \$ 22,000,000 | \$ 21,628,000 | 1.7% |
| Grants | \$ 2,387,252 | \$ 2,598,000 | \$ 2,598,203 | 0.0% |
| Fares (2) | \$ 4,838,237 | \$ 4,838,237 | \$ 4,869,000 | -0.6% |
| Other govt contributions | \$ 1,850,257 | \$ 1,850,257 | \$ 1,780,517 | 3.9% |
| Other income | \$ 710,228 | \$ 710,228 | \$ 654,940 | 8.4% |
| Total Revenues | \$ 29,377,532 | \$ 31,996,722 | \$ 31,530,660 | 1.5% |
| Expenditures | | | | |
| Fuel | \$ 1,347,093 | \$ 1,370,000 | \$ 1,408,112 | -2.7% |
| Transit | \$ 20,299,070 | \$ 20,489,000 | \$ 20,487,734 | 0.0% |
| Trails & Corridor Mgmt | \$ 477,404 | \$ 478,000 | \$ 471,720 | 1.3% |
| Capital | \$ 4,425,523 | \$ 4,450,000 | \$ 5,329,851 | -16.5% |
| Debt service | \$ 1,900,088 | \$ 1,900,088 | \$ 1,902,244 | -0.1% |
| Total Expenditures | \$ 28,449,179 | \$ 28,687,088 | \$ 29,599,661 | -3.1% |
| Other Financing Sources/Uses | | | | |
| Other financing sources | \$ 31,861 | \$ 178,000 | \$ 197,933 | -10.1% |
| Other financing uses | \$ (2,933,533) | \$ (3,037,285) | \$ (3,187,285) | -4.7% |
| Total Other Financing Sources/Uses | \$ (2,901,672) | \$ (2,859,285) | \$ (2,989,352) | -4.4% |
| Change in Fund Balance (3) | \$ (1,973,319) | \$ 450,349 | \$ (1,058,353) | -142.6% |

- 1) Actual sales and use tax revenues do not include December data, which will become available in early February 2018. Through November, sales and use tax is up approx. 5% over the prior year and approx.2% over the current budget.
- 2) Through December, fare revenue is flat compared to the prior year. Over the course of the year, the timing of bulk pass orders by outlets and businesses can affect the % change. Another factor is the free fare on the Grand Hogback during the GAB closure. The chart below provides a YTD December 2016/2017 comparison of actual fare revenues and ridership on RFTA fare services:

| Fare Revenue: | YTD 12/2016 | YTD 12/2017 | Increase/ (Decrease) | % Change |
|--|------------------|------------------|----------------------|-----------|
| Regional Fares | 4,169,245 | 4,160,080 | (9,165) | 0% |
| Other Service/Maroon Bells | 634,050 | 639,779 | 5,729 | 1% |
| Advertising | 19,690 | 38,379 | 18,689 | 95% |
| Total Fare Revenue | 4,822,985 | 4,838,238 | 15,253 | 0% |
| Ridership on RFTA Fare Services: | YTD 12/2016 | YTD 12/2017 | Increase/ (Decrease) | % Change |
| Highway 82 (Local & Express) | 911,236 | 948,122 | 36,886 | 4% |
| BRT | 831,989 | 897,557 | 65,568 | 8% |
| SM-DV | 61,906 | 66,595 | 4,689 | 8% |
| Maroon Bells | 199,768 | 215,562 | 15,794 | 8% |
| Grand Hogback | 99,263 | 106,573 | 7,310 | 7% |
| Total Ridership on RFTA Fare Services | 2,104,162 | 2,234,409 | 130,247 | 6% |
| Avg. Fare/Ride | \$ 2.19 | \$ 2.06 | \$ (0.13) | -6% |
| Avg. Fare/Ride MB | \$ 3.17 | \$ 2.97 | \$ (0.21) | -6% |

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

| RFTA System-Wide Transit Service Mileage and Hours Report | | | | | | | | |
|---|---------------------------|------------------|---------------|-------------|-------------------------|----------------|--------------|-------------|
| Transit Service | Mileage December 2017 YTD | | | | Hours December 2017 YTD | | | |
| | Actual | Budget | Variance | % Var. | Actual | Budget | Variance | % Var. |
| RF Valley Commuter | 3,868,155 | 3,827,536 | 40,619 | 1.1% | 176,621 | 175,533 | 1,087 | 0.6% |
| City of Aspen | 554,125 | 558,344 | (4,219) | -0.8% | 61,692 | 61,193 | 499 | 0.8% |
| Aspen Skiing Company | 254,585 | 286,793 | (32,208) | -11.2% | 19,212 | 19,104 | 109 | 0.6% |
| Ride Glenwood Springs | 115,818 | 106,422 | 9,396 | 8.8% | 10,714 | 10,043 | 672 | 6.7% |
| Grand Hogback | 222,579 | 218,186 | 4,393 | 2.0% | 8,993 | 9,027 | (35) | -0.4% |
| Specials/Charters | 9,211 | 6,299 | 2,912 | 46.2% | 798 | 584 | 214 | 36.6% |
| ADA/Senior Van | 19,153 | 18,602 | 551 | 3.0% | 2,837 | 1,993 | 845 | 42.4% |
| MAA Burlingame | 23,375 | 24,824 | (1,449) | -5.8% | 1,684 | 1,700 | (15) | -0.9% |
| Maroon Bells | 78,605 | 68,672 | 9,933 | 14.5% | 6,558 | 5,570 | 988 | 17.7% |
| GAB Transit Mitigation | 225,846 | 181,191 | 44,655 | 24.6% | 15,324 | 12,472 | 2,852 | 22.9% |
| Total | 5,371,452 | 5,296,869 | 74,583 | 1.4% | 304,434 | 297,219 | 7,216 | 2.4% |

| Roaring Fork Transportation Authority System-Wide Ridership Comparison Report | | | | |
|---|------------------|------------------|----------------|--------------|
| Service | Dec-16 | Dec-17 | # | % |
| | YTD | YTD | Variance | Variance |
| City of Aspen | 1,400,181 | 1,466,253 | 66,072 | 4.72% |
| RF Valley Commuter | 2,522,004 | 2,586,268 | 64,264 | 2.55% |
| Grand Hogback | 99,263 | 106,573 | 7,310 | 7.36% |
| Aspen Skiing Company | 596,625 | 589,387 | (7,238) | -1.21% |
| Ride Glenwood Springs | 185,064 | 211,419 | 26,355 | 14.24% |
| Glenwood N/S Connector | 7,414 | - | (7,414) | N/A |
| X-games/Charter | 49,471 | 45,131 | (4,340) | -8.77% |
| Senior Van | 4,018 | 4,647 | 629 | 15.65% |
| MAA Burlingame | 58,589 | 52,333 | (6,256) | -10.68% |
| Maroon Bells | 199,768 | 215,562 | 15,794 | 7.91% |
| GAB Transit Mitigation Svcs. | - | 287,713 | 287,713 | N/A |
| Total | 5,122,397 | 5,565,286 | 442,889 | 8.65% |
| Subset of Roaring Fork Valley Commuter Service with BRT in 2017 | | | | |
| Service | YTD Dec 2016 | YTD Dec 2017 | Dif +/- | % Dif +/- |
| Highway 82 Corridor Local/Express | 911,236 | 948,122 | 36,886 | 4% |
| BRT | 831,989 | 897,557 | 65,568 | 8% |
| Total | 1,743,225 | 1,845,679 | 102,454 | 6% |

2017 Financial Statement Audit – Schedule

| Date | Activity | Status |
|--------------------------|--|--|
| 5/7/2018 – 5/11/2018 | Start of Audit – auditors conducting onsite fieldwork | <i>On schedule</i> |
| 6/18/2018 - 6/29/2018 | During this period, staff anticipates that the Audit Report will be reviewed by the RFTA Board Audit Subcommittee . A meeting will be held at a RFTA office in Carbondale between the Audit Subcommittee, the auditor and staff to discuss the audit in detail. | <i>Email will be sent to Audit Subcommittee to establish date & location of meeting.</i> |
| 7/6/2018 | Final Audit Report to be distributed to RFTA Board with July Board Packet | <i>On schedule</i> |
| 7/12/2018 | Presentation of Final Audit Report at RFTA Board Meeting by Auditor | <i>On schedule</i> |

McMahan & Associates, LLC will conduct the 2017 financial statement audit.

At this time, staff requests that the RFTA Board confirm the Board members who will serve on the Audit Subcommittee (see below for list of members). Due to the departure of John Lewis from Eagle County, staff will reach out to other local governments to fill his vacancy. Staff will correspond via email with the Subcommittee to establish the date and location of the meeting which is expected to be held during the second half of June before the July Board meeting where the final audit report will be presented to the RFTA Board.

Prior Year's Audit Subcommittee Members:

1. **Markey Butler**, RFTA board member,
2. **Ann Mullins**, RFTA board member, and
3. **John Lewis**, independent financial expert and Eagle County Director of Finance

Anticipated guests include:

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

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

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

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 14 unit complex with 24 beds unit, is currently at **79%** 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 **86%**.
- As of January 1, 2018, RFTA has 14 seasonal two bedroom seasonal units at Burlingame. The Burlingame seasonal housing is currently at 79% occupancy.
- RFTA has signed a master lease agreement with Preferred Properties for two townhomes in New Castle, 1- three bedroom unit and 1- two bedroom unit. The New Castle housing is currently at 20% occupancy. Staff will be turning the New Castle units back over to the Property Management Company in the spring of 2018.

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 2018:

- An update to the 2005 Comprehensive Plan. ***The first document to be updated is the Access Control Plan. This item was on the agenda for the April 13th meeting and was successfully and unanimously passed upon 1st Reading. It will be on the February 8th agenda for 2nd Reading.***

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 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 is available on the RFTA website at <http://www.rfta.com/trail-documentation/>.***

- With acceptance of the ACP by the RFTA Board of Directors, staff will work with the attorneys to review and update the existing templates & formats that RFTA is using for licensing in the Railroad Corridor.
- The final version of the ACP and DG will also allow staff to finalize a process for RFTA that will enable it to have railroad and legal experts review, assess and report on proposed development impacts along the corridor along with recommendations regarding potential mitigation of the impacts that RFTA can provide to permitting jurisdictions.
- ***Recreational Trails Plan (RTP)***– Staff is in the process of updating the Recreational Trails Plan and will be making a presentation to the RFTA Board at the March 8th Board meeting. In the interim, and at the request of Pitkin County, staff will be assisting with organizing a meeting amongst the local jurisdictions and trail organizations to begin a valley-wide discussion regarding policies governing the use of E-Bikes on the various trails systems in the valley and the surrounding areas. In a similar but separate process, directly related to the Recreational Trails Plan update, staff is planning to hold

several public open houses in the middle of March, beginning of April, to allow the local jurisdictions and the general public to provide input into the future use and potential expansion of uses up and down the Rio Grande Trail (RGT). This will include opportunities for additional amenities, discussions involving the current uses, including the use of E-bikes and connections to the Rio Grande Trail, both formal and informal connections. After which, staff will compile a list of comments, organize them and bring a summary of the comments and recommendations to the RFTA Board for review and direction.

- **Covenant Enforcement Commission (CEC)** – The annual CEC meeting was held on December 6th and staff will be providing a report to the RFTA Board at the March 8th Board meeting. As a reminder, 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 securing federal funding for future RFRHA transportation projects, the Conservation Easement was removed from the entire 33.4 miles of the Corridor and replaced with Restrictive Covenants, in ten discrete Conservation Covenant Areas. The obligations of the Restrictive Covenants now belong to RFTA. GOCO allowed modification of its original grant agreement in return for RFRHA managing the restrictive covenants and setting up the CEC. The CEC is made up members from the original members of RFRHA, Pitkin County Open Space and Trails (POST) and two at-large community members that reside in Pitkin County and Eagle County. In practice, a consultant with familiarity with the Corridor and the Covenants performs an inspection of the Conservation Areas and presents a report to the CEC. The CEC then reviews the report and sends a letter of recommendations to the RFTA Board for review.
- Federal Grant Right of Way (fgrow) project – Staff continues to identify and approach adjacent property owners located in the fgrow areas in an attempt to negotiate the exchange of Bargain and Sale deeds. This will be an ongoing process *(NO new update this month)*
- **South Bridge** – *(NO new update this month)*
- **8th Street Crossing Project by CDOT and the City of Glenwood Springs** – *(NO new update this month)*



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 with shelters, art installations, native landscapes, a Latino Folk Art Garden, creating a Youth Art Park, and adding historical interpretive signs.

- Staff is working with the Carbondale Rotary clubs, Carbondale Arts, and DHM Design to design DeRail Park (SH 133 across from the Park and Ride) site. Construction has begun and a new fence has been installed, the soft surface trail has been built, topsoil and wood mulch have also been spread on site. Some trees, shrubs, and ground cover have also been planted with the help of volunteers.
 - Completion of the Irrigation system and a shade sail is next up for DeRail Park.
 - The ArtWay entryway Arch is currently being designed as well.
- The Latino Folk Art Garden at 8th St in Carbondale has been designed and site clean-up with volunteers has begun!
 - A soft surface trail and picnic area infrastructure has also been placed.
- A “single track” has been constructed (with the help of over 50 volunteers!) in the corridor adjacent to the asphalt from 8th St down to DeRail Park.
- 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 6, 2016 and staff has been coordinating with the contractor and CPW.
 - Construction began on April 5 on the soft surface trail and retaining walls and shoulder repair.
 - We experienced some problems with the contractor and, subsequently, RFTA terminated the contract.
 - Staff is working through the process to resolve the issues amicably and to pay the contractor for the work completed to date.
 - This job was completed with our “preferred vendor” contractor, Holmes Excavation in the Fall of 2017.
 - Holmes completed the shoulder repairs and kept the construction site open and safe for the trail users.
 - Holmes did a great job on the shoulder repairs.
 - Staff is coordinating with CPW to finalize the grant reimbursement documentation.
- Staff is waiting for the snow to fall. When it does snow, staff plows from Glenwood Springs to Carbondale and if we get enough snow, staff will groom Snowmass Dr. to Catherine Bridge for cross-country skiing and fat biking.
- Staff has been researching and preparing for 2018 projects; which includes cleaning debris from retaining walls, goats, revegetation, ArtWay projects, pavement striping, and bridge repair.
- We are hoping to repair the Sopris Creek Bridge and the Roaring Fork Bridge in 2018.
- Staff is staying busy this winter refinishing trash cans, dog poop bag dispensers, and trailhead kiosks.