

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

**TIME:** 8:30 a.m. – 11:30 a.m., Thursday, February 13, 2020

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

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

	<b>Agenda Item</b>	<b>Policy</b>	<b>Purpose</b>	<b>Est. Time</b>
1	<b>Call to Order / Roll Call:</b>		<b>Quorum</b>	<b>8:30 a.m.</b>
2	<b>Executive Session:</b>			
	A. Paul Taddune, General Counsel: Pursuant to C.R.S. 24-6-602 (e) and (f): CEO Performance Review	<b>3.5.2.B.</b>	<b>Executive Session</b>	<b>8:35 a.m.</b>
3	<b>Approval of <a href="#">Minutes</a>:</b> RFTA Board Meeting January 9, 2020, <b>pg. 3</b>		<b>Approve</b>	<b>9:35 a.m.</b>
4	<b>Public Comment:</b> Regarding items not on the Agenda (up to one hour will be allotted if necessary, however, comments will be limited to three minutes per person)		<b>Public Input</b>	<b>9:40 a.m.</b>
5	<b>Items Added to Agenda – Board Member Comments:</b>	<b>4.3.3.C</b>	<b>Comments</b>	<b>9:45 a.m.</b>
6	<b>Consent Agenda:</b>			<b>9:50 a.m.</b>
	A. <a href="#">IGA</a> for Garfield County Senior Programs – Traveler Services 2020– Dan Blankenship, CEO, <b>page 9</b>	<b>4.2.5</b>	<b>Approve</b>	
	B. Seven-Party <a href="#">Memorandum of Understanding</a> for Garfield County Senior Programs for 2020 – Dan Blankenship, CEO, <b>page 10</b>	<b>4.2.5</b>	<b>Approve</b>	
	C. <a href="#">Office Lease</a> Agreement between HNH Blake, LLC and RFTA for 1517 Blake Street, Suite 101, Glenwood Springs, 81601 – Angela Henderson, Assistant Director, Facilities Operations and Project Management, <b>page 11</b>	<b>2.3.7</b>	<b>Approve</b>	
	D. <a href="#">Intergovernmental Agreement</a> between the City of Glenwood Springs and the Roaring Fork Transportation Authority for the Purchase of Property and the Performance of Transportation Projects – Dan Blankenship, CEO, <b>page 12</b>	<b>4.2.5</b>	<b>Approve</b>	
7	<b>Presentations/Action Items:</b>			
	A. Pilot <a href="#">Reservation</a> System for Maroon Bells Bus Service – Dan Blankenship, CEO, <b>page 16</b>	<b>4.2.5</b>	<b>Discussion/ Direction</b>	<b>10:00 a.m.</b>
	B. Covenant Enforcement Commission ( <a href="#">CEC</a> ) 2019 Report – Angela Henderson, Assistant Director, Project Management and Facilities Operations, <b>page 18</b>	<b>2.8.5</b>	<b>Discussion/ Direction</b>	<b>10:35 a.m.</b>
	C. <a href="#">Regional</a> Bike Share Expansion and Implementation Plan and WE-cycle Partnership – Dan Blankenship, CEO and Mirte Mallory, Executive Director, WE-cycle, <b>page 20</b>	<b>4.2.5</b>	<b>Discussion/ Direction</b>	<b>10:55 a.m.</b>
8	<b>Information/Updates:</b>			
	A. <a href="#">CEO</a> Report – Dan Blankenship, CEO, <b>page</b>	<b>2.8.6</b>	<b>FYI</b>	<b>11:15 a.m.</b>
9	<b>Issues to be Considered at Next Meeting:</b>			
	To Be Determined at February 13, 2020 Meeting	<b>4.3</b>	<b>Meeting Planning</b>	<b>11:20 a.m.</b>
	<b>(Agenda Continued on Next Page)</b>			

	<b>Agenda Item</b>	<b>Policy</b>	<b>Purpose</b>	<b>Est. Time</b>
10	<b>Next Meeting:</b> 8:30 a.m. – 11:30 a.m., March 12, 2020 at Carbondale Town Hall	<b>4.3</b>	<b>Meeting Planning</b>	<b>11:25 a.m.</b>
11	<b>Adjournment:</b>		<b>Adjourn</b>	<b>11:30 a.m.</b>

**ROARING FORK TRANSPORTATION AUTHORITY  
BOARD MEETING MINUTES  
January 9, 2020**

**Board Members Present:**

Art Riddile, Chairman (Town of New Castle); Markey Butler (Town of Snowmass Village); Jacque Whitsitt (Town of Basalt); Jeanne McQueeney (Eagle County); Jonathan Godes (City of Glenwood Springs); George Newman (Pitkin County); Dan Richardson (Town of Carbondale)

**Voting Alternates Present:**

Ward Hauenstein (City of Aspen)

**Non-Voting Alternates Present:**

Torrey (City of Aspen)

**Staff Present:**

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

**Visitors Present:**

David Pesnichak (EOTC/Pitkin County); John Kruger (City of Aspen); Mirte Mallory (WE-cycle)

**Agenda**

***Note: Blue Hyperlinks to the January 9, 2020 Board meeting video have been inserted for each Agenda item below. Please view video for additional information.***

**1. Roll Call:**

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

**2. Approval of Minutes:**

Riddile moved to approve the December 12, 2019 Board Meeting Minutes, and Dan Richardson seconded the motion. The motion was unanimously approved.

**3. Public Comment:**

Riddile asked if any member of the public would like to address the Board or make a comment regarding items not on the January 9, 2020 Board Agenda.

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

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

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

Dan Blankenship requested that an Amendment to the Intergovernmental Agreement (IGA) for Garfield County Senior Programs Traveler Services be added to the Consent Agenda and Approved by the Board.

**The Amendment to the IGA was added to the January 9, 2020 Consent Agenda.**

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

George Newman wished everyone a Happy New Year and stated that RFTA is gearing up for another exciting year of X-Games.

Dan Blankenship state that this would be the first year since X-Games started that John Hocker, who was planning to retire would not be a part of it.

Markey Butler questioned how the heating elements at the park n rides work, which Blankenship stated they are on a timer and need to be engaged.

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

**5. Consent Agenda:**

- A. Resolution 2020-01: Approving Colorado Insurance Risk Sharing Agency (CIRSA) Bylaws and Intergovernmental Agreement, and Approving Participation and Coverage through CIRSA for the Coverages Set Forth in RFTA's Current and Subsequent Applications to CIRSA – Dan Blankenship, CEO and Michael Yang, CFAO**

This year, RFTA was informed by Gallagher (its insurance broker) that its 2019 primary insurance carrier for auto, property, and casualty coverage was not going to insure transit agencies in 2020. In mid-November, Gallagher informed RFTA that it had only received one insurance quote from a private carrier, which reflected a significant increase over RFTA's 2019 cost for insurance. Consequently, staff immediately began exploring insurance options through Colorado Special Districts Property and Pool, County Technical Services, Inc. (CTSI), and Colorado Insurance Risk Sharing Agency (CIRSA). Ultimately RFTA was not eligible to participate in coverage provided by CTSI, so staff worked to obtain its corporate insurance package through CIRSA, with an additional \$5 million umbrella policy purchased through Hallmark Specialty Insurance Company, and its Workers Compensation Insurance purchased through Colorado Special Districts. These changes resulted in nearly \$581,000 in savings over the previous quotes included in the 2020 budget.

**Dan Richardson moved to approve Resolution 2020-01: Approving Colorado Insurance Risk Sharing Agency (CIRSA) Bylaws and Intergovernmental Agreement, and Approving Participation and Coverage through CIRSA for the Coverages Set Forth in RFTA's Current and Subsequent Applications to CIRSA, and Jacque Whitsitt seconded the motion. The motion was unanimously approved.**

- B. Resolution 2020-02: Designating a Location for Posting Public Notice of Meetings of the RFTA Board of Directors – Nicole Schoon, Secretary to the Board**

C.R.S. § 24-6-402(2)( c ) provides that each local government body shall annually designate a location where its meeting notices will be posted. In addition to the GMF, the notices of Board meetings will continue to be posted at the Aspen Maintenance Facility and in each jurisdiction's Town

Hall, in a public place for posting notices, as well as emailed to the media and interested citizens that have requested notice.

**Richardson moved to approve Resolution 2020-02: Designating a Location for Posting Public Notice of Meetings of the RFTA Board of Directors, and Whitsitt seconded the motion. The motion was unanimously approved.**

**C. Amendment to the Intergovernmental Agreement (IGA) for Garfield County Senior Programs Traveler Services – Dan Blankenship, CEO**

**Richardson moved to approve the Amendment to the Intergovernmental Agreement (IGA) for Garfield County Senior Programs Traveler Services, and Whitsitt seconded the motion. The motion was unanimously approved.**

**6. Executive Session:**

**One Matter – Paul Taddune, General Counsel**

- 1) Pursuant to C.R.S. 24-6-602 (e) and (f): CEO Performance Review

**Markey Butler moved to adjourn from the Regular Board Meeting into the Executive Session and Whitsitt seconded the motion. The motion was unanimously approved.**

**Staff Present:**

Dan Blankenship, CEO; Paul Taddune, General Counsel; and Nicole Schoon, Secretary to the Board

**Butler moved to adjourn from the Executive Session into the Regular Board Meeting and Jeanne McQueeney seconded the motion. The motion was unanimously approved.**

**No action was taken during the Executive Session. The Executive Session adjourned at 8:45 a.m.**

**7. Presentations/Action Items:**

**A. Approval of Pegasus Parking Lot Use Agreement – Dan Blankenship, CEO**

The City of Glenwood Springs' "Ride Glenwood" bus service began operating approximately 20 years ago. RFTA has been using the parking lot near the former American Furniture Warehouse (AFW) facility in the Roaring Fork Market Place as a location for Bus Operators to take breaks in between scheduled departures, and to turn buses around to begin the next northbound trip from the Roaring Fork Market Place bus stop. In September 2013, RFTA implemented the VelociRFTA BRT service and, since that time, numerous BRT Bus Operators each day have been parking their BRT buses at the AFW parking lot during their lunch breaks.

Recently, AFW vacated the premises and the current owner/manager of the property, Pegasus Development, would like RFTA to pay \$5,000 per month for its use of the parking lot for the staging of up to 4 buses at one time each day. In addition Pegasus would like RFTA to pay a one-time capital contribution of \$100,000 to help compensate for damage to the asphalt caused by heavy bus traffic during prior years of use. Also RFTA must contribute \$1,000 for attorney fees.

RFTA's desired term of the lease would be from December 1, 2019 until April 30, 2020, and monthly thereafter, with two months-notice to vacate, subsequent to April 30<sup>th</sup>. RFTA's cost for the five-month lease would be \$25,000. Pegasus has not, as yet agreed to the term of the lease; however, a lease of

any duration appears to be contingent upon the \$100,000 capital contribution, which would be due and payable on or after April 30<sup>th</sup>. Although the capital contribution is significant, RFTA has not paid anything for its heavy use of the lot beginning in September 2013.

Since RFTA is currently operating its winter high-season bus services, it would be very problematic and, potentially, costly to reconfigure its services so as to no longer use the AFW parking lot. Ideally, RFTA would be allowed to use the lot until a downtown Glenwood Springs transit center was constructed; however, since that may be several years in the future, RFTA staff would like to lease the lot at least through April 30<sup>th</sup> to provide time for another bus staging area to be identified and RFTA BRT operations can be reconfigured in time for the spring 2020 season.

After a lengthy discussion about the merits of the capital contribution required by the lessor, it was determined that the RFTA Board needed to continue the discussion in an Executive Session.

## 8. **Executive Session:**

**One Matter** – Paul Taddune, General Counsel

- 1) Pursuant to C.R.S. 24-6-402 (4)(e)(i); Determining positions that may be subject to negotiations; developing strategy for negotiations and instruction negotiators (Pegasus Parking Lot Use Agreement)

**McQueeney moved to adjourn from the Regular Board Meeting into the Executive Session and Whitsitt seconded the motion. The motion was unanimously approved.**

### **Staff Present:**

Dan Blankenship, CEO; Paul Taddune, General Counsel; Kurt Ravenschlag, COO; Michael Yang, CFAO; and Nicole Schoon, Secretary to the Board

**McQueeney moved to adjourn from the Executive Session into the Regular Board Meeting and Whitsitt seconded the motion. The motion was unanimously approved.**

**No action was taken during the Executive Session. The Executive Session adjourned at 9:51 a.m.**

**Following the Executive Session,** the Pegasus Parking Lot Agreement was not approved.

## 9. **Presentations/Action Items:**

- B. Overview of 2020 Work Plan** – Dan Blankenship, CEO; Kurt Ravenschlag, COO; and Michael Yang, CFAO

An overview of RFTA's 2020 Work Plan, which includes 82 individual 2020 Work Plan items that are aligned with Strategic Outcomes, was presented to the Board. Approximately 14 Work Plan Items were highlighted because they will involve RFTA Board input, decisions, or policy direction at subsequent Board meeting.

## 10. **Public Hearing:**

- A. Resolution 2020-03: Supplemental Budget Appropriations** – Michael Yang, CFAO and Paul Hamilton, Director of Finance

**Parking Lot Use Agreement with Pegasus:** Pursuant to the Lease between RFTA and Pegasus discussed in Item 7.A. of the Board Agenda, the rent of \$5,000 per month, for a total of \$60,000

annually, \$100,000 one-time capital contribution in recognition of RFTA's prior use of the parking lot, and up to \$1,000 of legal fees are requested to be appropriated:

**\$61,000 increase in Transit**

**\$100,000 increase in Capital**

**The budget appropriation for the Parking Lot Use Agreement with Pegasus lease amount of \$60,000 for 2020, and \$1,500 in legal expenses for Pegasus were included in the resolution, but the \$100,000 capital contribution was not approved by the RFTA Board of Directors, and Resolution 2020-03 was amended accordingly.**

Budget adjustments are needed to reduce the corporate insurance by \$520,000, increase the general liability claims by \$50,000, decrease the workers compensation premium by \$145,500, and increase other business insurance by \$34,000. The net impact to the adopted budget is a reduction of \$581,500.

Service Contract Special Revenue Fund

**\$18,108 decrease in other Service Contract Revenue**

**\$6,661 decrease in Other Financing Sources**

**\$25,000 decrease in Operating Costs**

**Riddile asked if any member of the public would like to address the Board or make a comment regarding Resolution 2020-03: Supplemental Budget Appropriations.**

**No members of the public had any comments. Riddile closed Public Comments at 10:13 a.m.**

**Butler moved to approve Resolution 2020-03: Supplemental Budget Appropriations with the deletion of the adjustment to the Pegasus Parking Lot Lease Agreement, and Whitsitt seconded the motion. The motion was unanimously approved.**

#### **11. Board Governance Process:**

##### **A. Resolution 2020-04: Election of RFTA Board Officers for 2020 – Paul Taddune, General Counsel**

Whitsitt nominated that Art Riddile remain the 2020 RFTA Board Chairperson and Markey Butler the Vice-Chairperson. Butler stated that her term is ending November 2020, and as such she will not attend the December 2020 RFTA Board Meeting.

**Whitsitt moved to approve Resolution 2020-04: Election of RFTA Board Officers for 2020: Art Riddile as Board Chairperson; Markey Butler as Vice-Chairperson; Nicole Schoon as Board Secretary; and Michael Yang as Board Treasurer, Jonathan Godes seconded the motion. The motion was unanimously approved.**

#### **12. Information/Updates:**

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

RFTA Receives Colorado Business Committee for the Arts: Business for the Arts Award for Rio Grande ARTway Project in Partnership with Carbondale Arts:

Brett Meredith spoke about how RFTA partnered with Carbondale Arts to create the Rio Grande ARTway, a created project that activates a portion of an outdoor trail with culture and historic arts installations. He stated that RFTA is more than happy to work with additional cities and towns to create additional projects such as the ARTway in order to have additional collaborations.

**Funding for the “Meet Me in the Middle” LOVA Trail Project has been approved:** The “Meet Me in the Middle” LOVA Trail Project was short approximately \$300,000 because the Garfield Federal Mineral Lease District grant application for \$1 million was approved, but only for \$700,000. Garfield County issued a challenge grant to the Trail partners, indicating that the County would contribute \$150,000 to the project if the other partners matched that amount. To meet this challenge, the RFTA Board approved an additional \$75,000 match for the grant (previously the Board had approved \$100,000, bringing RFTA’s total match for the trail project to \$175,000 from Destination 2040 funding approved by voters that was designated for the LOVA Trail), the Town of New Castle contributed an additional \$15,000, and the City of Glenwood Springs approved an additional \$60,000. Now it looks as though this important section of the Trail will be constructed in 2020! Congratulations and many thanks to all of the partners who are contributing to finalizing this very important project!

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

**14. Next Meeting:** 8:30 a.m. – 11:30 a.m., February 13, 2020, Carbondale Town Hall, Room 1

**15. Adjournment:**

**Riddile moved to adjourn from the January 9, 2020 RFTA Board meeting, and Richardson seconded the motion. The motion was unanimously approved.**

**The January 9, 2020 RFTA Board Meeting adjourned at 11:12 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.**

<b>Meeting Date:</b>	February 13, 2020
<b>Subject:</b>	Intergovernmental Agreement for Garfield County Senior Programs Traveler Services – 2020
<b>Presented By:</b>	Dan Blankenship, Chief Executive Officer
<b>Strategic Outcome</b>	2.0 Accessibility & Mobility
<b>Strategic Objective</b>	2.5: Ensure accessibility for youth, low income, seniors and disabled populations
<b>Staff Recommends:</b>	Staff recommends the approval of the Intergovernmental Agreement for Garfield County Senior Programs Traveler Services – 2020 and authorize the RFTA Chairman to execute it.
<b>Background/ Discussion</b>	<ol style="list-style-type: none"> <li>1. In 2008, RFTA was designated the provider of the Traveler Senior Transportation Program services, which it has provided from 2009 through 2018 pursuant to the Intergovernmental Agreement for Garfield County Senior Programs - Traveler Program.</li> <li>2. Garfield County has updated the IGA for 2020.</li> <li>3. Staff is requesting the Board to approve and authorize the Board Chair to execute the IGA.</li> </ol>
<b>Policy Implications:</b>	Board Job Products Policy 4.2.5 states, “The Board will approve RFTA’s annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy).”
<b>Fiscal Implications:</b>	The total estimated budget for the Traveler in 2020 is \$746,880. RFTA will be reimbursed by Garfield County for its documented expenses connected with providing the Traveler transportation service in 2020, up to \$559,344. The City of Glenwood Springs will also contribute \$30,000 to RFTA to defray costs related to the ADA Complementary Paratransit Service that it receives from the Traveler. In addition to these amounts, RFTA is contributing \$157,536 towards the Traveler’s expenses in 2020 to defray the prorated cost allocated to its members (Glenwood Springs, Carbondale, and New Castle) by the County’s cost allocation methodology. However, RFTA anticipates receiving a \$40,000 administrative fee payment for providing the service that will reduce its net contribution to the Traveler to approximately \$117,536.
<b>Attachments:</b>	Yes, please see “2020 IGA BOCC.pdf” included in the February 2020 RFTA Board Meeting Portfolio.pdf attached to e-mail transmitting the RFTA Board Agenda packet.

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

<b>Meeting Date:</b>	February 13, 2020
<b>Subject:</b>	7-Party Memorandum of Understanding (MOU) Regarding Garfield County Senior Programs for 2020
<b>Strategic Outcome:</b>	Accessibility & Mobility
<b>Strategic Objective:</b>	2.5: Ensure accessibility for youth, low income, seniors, and disabled populations
<b>Presented By:</b>	Dan Blankenship, Chief Executive Officer
<b>Recommendation:</b>	Please approve the 7-Party MOU and authorize the RFTA Chairman to execute it.
<b>Executive Summary:</b>	<ol style="list-style-type: none"> <li>1. The provision of Garfield County Senior Programs, including congregate meal/nutrition services and Traveler transportation services is a cooperative effort involving 7 governmental entities as follows: Garfield County, City of Rifle, Town of Carbondale, City of Glenwood Springs, Town of New Castle, Town of Silt, and RFTA.</li> <li>2. The parties set forth the terms and conditions of their cooperative provision, administration, and funding of the Senior Programs for senior citizens in Garfield County pursuant to an 7-Party MOU, which explains who is responsible for various aspects of Senior Programs. RFTA is designated the provider of the Traveler transportation services, which it provides pursuant to a separate IGA with Garfield County (see Agenda Item 6.A., above).</li> <li>3. Each year, the actual financial contributions of the 7-Party IGA participants, which help to support the Senior Programs, are established by the terms of the 7-Party MOU. The MOU sets forth the level of services to be provided in each community and the methodology for determining the financial contributions of the 7-Party MOU’s participants.</li> <li>4. Staff recommends that the RFTA Board of Directors approve the 7-Party Memorandum of Understanding (MOU) Regarding Garfield County Senior Programs for 2020 and authorize the RFTA Chairman to execute it.</li> </ol>
<b>Policy Implications:</b>	Board Job Products Policy 4.2.5 states, “The Board will approve RFTA’s annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy).”
<b>Fiscal Implications:</b>	The total estimated budget for the Traveler in 2020 is \$746,880. RFTA will be reimbursed by Garfield County for its documented expenses connected with providing the Traveler transportation service in 2020, up to \$559,344. The City of Glenwood Springs will also contribute \$30,000 to RFTA to defray costs related to the ADA Complementary Paratransit Service that it receives from the Traveler. In addition to these amounts, RFTA is contributing \$157,536 towards the Traveler’s expenses in 2020 to defray the prorated cost allocated to its members (Glenwood Springs, Carbondale, and New Castle) by the County’s cost allocation methodology. However, RFTA anticipates receiving a \$40,000 administrative fee payment for providing the service that will reduce its net contribution to the Traveler to approximately \$117,536.
<b>Attachments:</b>	Yes, please see “2020 MOU 7 party bocc.pdf” included in the February 2020 RFTA Board Meeting Portfolio.pdf attached to e-mail transmitting RFTA Board Agenda packet.

**RFTA BOARD OF DIRECTORS MEETING**  
**“PRESENTATION/ACTION” AGENDA SUMMARY ITEM. # 6. C.**

<b>Meeting Date:</b>	February 13, 2020
<b>Subject:</b>	Office Lease Agreement between HNH Blake, LLC and RFTA for 1517 Blake Street, Suite 101, Glenwood Springs, 81601
<b>Strategic Outcome:</b>	3.0 Sustainable Workforce
<b>Strategic Objective:</b>	3.8 Provide employees with the tools, space and equipment to maximize efficiency and safety
<b>Presented By:</b>	Angela M. Henderson – Assistant Director, Facilities Operations and Project Management
<b>Staff Recommends:</b>	Please approve the new 1517 Blake Street 03/01/2020 lease and authorize the RFTA CEO to execute lease.
<b>Executive Summary:</b>	<ul style="list-style-type: none"> <li>• Since 2014, the 1517 Blake Street office, Suite 201 has housed both the Traveler, their vehicles and several RFTA administrative staff from several departments.</li> <li>• As RFTA has continued to grow in size, the RFTA Administrative staff has also continued to grow and has now outgrown the current shared space.</li> <li>• The property owner, High Country Engineering, has offered to lease RFTA another office space in this same building, Suite 102. This space will accommodate four members of the IT Department.</li> <li>• The new lease will take effect February 15, 2020 with an initial three-year lease term and an option to lease for two additional one-year terms.</li> <li>• The new lease rate, effective February 15, 2020 will be \$18.00SF + a percentage of the monthly building maintenance costs. The rate remains the same through February 28, 2023</li> </ul>
<b>Background/ Discussion:</b>	<ul style="list-style-type: none"> <li>• As RFTA continues to grow, staff will need to secure some additional office space and parking outside of the existing RFTA facilities, until such time that the Glenwood Maintenance Facility can be expanded to house additional staff and vehicles.</li> <li>• RFTA leased office space and parking at the 1517 Blake Street complex in Glenwood Springs to accommodate the Traveler, the Traveler vehicles and some RFTA staff from several departments.</li> <li>• RFTA staff has outgrown the current Blake office space, Suite 201. The property owner contacted staff to notify them about an office opening on the lower floor, in the same building, Suite 102.</li> <li>• This new space will house three current members of the IT Department and a new, yet to be determined, IT member.</li> </ul>
<b>Governance Policy:</b>	Board Financial Condition and Activities Policy 2.3.7 states, “The CEO shall not acquire, encumber or dispose of real property.”
<b>Fiscal Implications:</b>	The total estimated rent budget for this office in 2020 will be \$19,905.00 and the estimate for the costs associated with setting up the office for the RFTA Administrative Staff is \$30,000.00. This amount includes cleaning services, cubicles, desks, chairs, and other office equipment.
<b>Attachments:</b>	Yes, please see “Lease – 1517 Blake Street.pdf” included in the February 2020 RFTA Board Meeting Portfolio.pdf attached to e-mail transmitting RFTA Board Agenda packet.

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

<b>Meeting Date:</b>	February 13, 2020
<b>Subject:</b>	Intergovernmental Agreement between the City of Glenwood Springs and the Roaring Fork Transportation Authority (RFTA) for the Purchase of Property and the Performance of Transportation Projects
<b>Strategic Outcome:</b>	7.0 High Performing Organization
<b>Strategic Objective:</b>	7.1 Optimize the use of RFTA assets through capital improvement planning, preventative maintenance and asset management
<b>Presented By:</b>	Dan Blankenship, CEO and Paul Taddune, General Counsel
<b>Staff Recommends:</b>	Approve Intergovernmental Agreement and authorize the RFTA Chair to execute it subject to approval as to form by the RFTA General Counsel.
<b>Background/ Discussion:</b>	<p>On September 11, 2019, the RFTA Board authorized the CEO to present the attached nonbinding Letter of Intent (“LOI”) expressing RFTA’s interest in purchasing from the City of Glenwood Springs, 11.6 acres of the Glenwood Springs Maintenance and Operations Center (GSMOC) property, as well as the 0.62-acre access road, subject to a fully executed Contract of Sale. The basic provisions of RFTA’s offer were as follows:</p> <ol style="list-style-type: none"> <li>1. RFTA’s purchase offer for the GSMOC property was \$1.2 million and its offer for the access road was \$60,000.</li> <li>2. In addition, RFTA offered to contribute up to \$100,000 for each of two trail connections using Destination 2040 Plan funding approved by voters in November 2018 designated for this purpose.</li> <li>3. Also, RFTA offered to contribute an additional \$100,000 to help defray a portion of the City’s share of the RFTA/Glenwood Springs corridor study, which is currently underway and has been branded as: Multimodal Options for a Vibrant Economy (MOVE): A plan to improve transit, parking, and local services along Grand Avenue.</li> <li>4. RFTA also agreed to bear the cost of demolishing the existing GSMOC facility, which estimated to be approximately \$695,000.</li> </ol> <p>The City Council of the City of Glenwood Springs approved RFTA’s LOI in concept on September 19, 2019. Subsequently, it was determined that the City’s Charter requires an election to approve the sale or conveyance of public property, and the earliest an election could be conducted would be April 2020.</p> <p>Also, based on further discussions between RFTA and City staffs, it became apparent that the cost of improving the two trail connections (referenced in # 2 above) would be significantly less than a total of \$200,000. However, there are several other trail and crossing improvements within the Rio Grande railroad corridor in Glenwood Springs that are needed. For this reason, City staff asked whether unexpended funds remaining after making improvements to the two trail connections referenced in the LOI could be applied to the cost of other crossings and improvements that are needed. RFTA staff believed this request to be reasonable and revised the IGA to</p>

	<p>reflect that a total of \$200,000 of RFTA’s purchase offer can be used by the City for trail improvements within the Rio Grande railroad corridor within Glenwood Springs.</p> <p>A draft “Intergovernmental Agreement (IGA) between the City of Glenwood Springs and the Roaring Fork Transportation Authority for the Purchase of Property and the Performance of Transportation Projects,” is included in the February 2013 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the RFTA Board Agenda packet. The draft IGA is currently being reviewed by City staff and revisions may be requested. If any significant issues arise as a result of subsequent revisions requested by the City of Glenwood Springs, the IGA will be brought back for Board consideration at the March 12 meeting.</p> <p>Otherwise, staff recommends that the RFTA Board approve the IGA, subject to approval as to form by the RFTA General Counsel.</p>																
<p><b>Governance Policy:</b></p>	<p>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).”</p>																
<p><b>Fiscal Implications:</b></p>	<table border="1" data-bbox="623 821 1291 1239"> <thead> <tr> <th>Payments by RFTA to Glenwood Springs</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>GMOC Property Purchase</td> <td>\$ 1,200,000</td> </tr> <tr> <td>GMOC Access Road Purchase</td> <td>\$ 60,000</td> </tr> <tr> <td>Trail Improvements' Contribution</td> <td>\$ 200,000</td> </tr> <tr> <td>MOVE Study Contribution</td> <td>\$ 100,000</td> </tr> <tr> <td>Total RFTA Payments to City</td> <td>\$ 1,560,000</td> </tr> <tr> <td>RFTA GMOC Demolition Cost Est.</td> <td>\$ 695,000</td> </tr> <tr> <td><b>RFTA Total Est. Cost of GMOC Purchase</b></td> <td><b>\$ 2,255,000</b></td> </tr> </tbody> </table>	Payments by RFTA to Glenwood Springs	Amount	GMOC Property Purchase	\$ 1,200,000	GMOC Access Road Purchase	\$ 60,000	Trail Improvements' Contribution	\$ 200,000	MOVE Study Contribution	\$ 100,000	Total RFTA Payments to City	\$ 1,560,000	RFTA GMOC Demolition Cost Est.	\$ 695,000	<b>RFTA Total Est. Cost of GMOC Purchase</b>	<b>\$ 2,255,000</b>
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<p><b>Attachments:</b></p>	<p>Yes, please see “Draft RFTA-Glenwood Springs MOC IGA 02-06-20,” included in the February 2020 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the Board Agenda packet. The Letter of Intent (LOI) is attached below.</p>																



September 12, 2019

Ms. Debra Figueroa  
City Manager  
City of Glenwood Springs  
101 West 8<sup>th</sup> Street  
Glenwood Springs, CO 81601

**RE: Glenwood Springs Maintenance Operations Center Property**

Dear Ms. Figueroa:

The Roaring Fork Transportation Authority (RFTA) intends the following as a nonbinding Letter of Intent (“LOI”). RFTA is interested in purchasing from the City of Glenwood Springs, 11.6 acres of the Glenwood Springs Maintenance and Operations Center (GSMOC) property, as well as the 0.62-acre access road, subject to a fully executed Contract of Sale, generally as follows:

1. \$1,200,000 million in cash for the GSMOC property, consistent with the value of RFTA’s appraisal.
2. \$60,000 in cash for the 0.62-acre access road leading to the GSMOC.

In further consideration, and subject to a successful closing, RFTA shall also provide to Glenwood Springs contributions to the following projects that RFTA and the City of Glenwood Springs are contemplating:

1. Up to \$100,000 cash (an amount identified in RFTA’s approved Destination 2040 Plan) for design and/or construction of the Elementary School connection to the River Walk Trail and the crossing of the RFTA Rio Grande railroad corridor.
2. Up to \$100,000 (an amount identified in RFTA’s approved Destination 2040 Plan) for design and/or construction of the High School connection to the River Walk Trail and the crossing of the RFTA Rio Grande railroad corridor.
3. RFTA will contribute \$100,000 more for the Glenwood Springs/RFTA Corridor Study, reducing the Glenwood Springs’ estimated share to \$241,000.

In addition, and subject to a successful closing, RFTA will assume financial responsibility for the demolition of the GSMOC building.

Other Considerations: The City’s assistance will be necessary to subdivide the property prior to closing.

Deposit: None

Due Diligence: Within 60 days from the execution of the Contract of Sale. Buyer will be permitted to undertake any and all inspections to evaluate and/or test the Property and. Including, but not limited to, surveys, title reports, structural & environmental testing.

Closing: Closing shall occur within 90 days of the fully executed Contract of Sale.

Non-Binding Effect: This LOI and the above deal points are for discussion purposes only and shall not constitute or be deemed a binding agreement. This LOI shall expires and all discussion shall be deemed concluded if a fully signed Contract for Purchase and Sale is not agreed upon and executed by all parties by December 31, 2019.

Broker fees: None

Please countersign this LOI or feel free to seek clarification and/or propose other terms and conditions acceptable to you. When terms and conditions are agreed upon in concept, we will endeavor to prepare and offer a formal Purchase and Sale Agreement.

Sincerely,

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Dan Blankenship  
Chief Executive Officer

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Debra Figueroa  
City Manager  
City of Glenwood Springs

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

<b>Meeting Date:</b>	February 13, 2020
<b>Subject:</b>	Pilot Reservation System for the Maroon Bells Bus Service
<b>Strategic Outcome:</b>	6.0 Environmental Sustainability
<b>Strategic Objective:</b>	6.4 Provide alternative and innovative travel solutions to help slow the growth of vehicle miles traveled in the region
<b>Presented By:</b>	Ben Rasmussen, Volpe Dan Blankenship, CEO
<b>Staff Recommends:</b>	Review and discuss information following presentation by Ben Rasmussen, Volpe, a consultant that has been helping to lead the review of transportation management strategies for potential implementation for the Maroon Bells bus service.
<b>Executive Summary:</b>	<p><b>ISSUE STATEMENT:</b></p> <p>Visitation to the Maroon Bells Scenic Area (MBSA) peaks in the fall and reached a new record in 2019. During this time, and particularly on weekends, traffic congestion can become significant along Maroon Creek Road as visitors queue to enter the Aspen Highlands parking garage. Additionally, increasing visitation in the early morning hours before 8:00 AM has created additional, significant traffic congestion at the MBSA, with visitors arriving well before 5:00 AM to view the sunrise over Maroon Lake.</p> <p>A stakeholder group has been meeting regularly since 2017 to develop, implement, and monitor transportation management strategies at the MBSA. The purpose of this memorandum is to provide an update on these efforts and to receive feedback on transportation management changes this fall to address and mitigate traffic congestion and related challenges for the 2020 peak season.</p> <p><b>BACKGROUND:</b></p> <p>Since 2017, a stakeholder group consisting of representatives from the City of Aspen, Aspen Skiing Company, Pitkin County, the Roaring Fork Transportation Authority (RFTA), and the U.S. Forest Service have been meeting regularly to discuss and coordinate on transportation management strategies for visitors to the MBSA. The Aspen Chamber Resort Association (ACRA) is a recent addition to the group.</p> <p>Currently, between 8:00 AM and 5:00 PM from June to October, visitors to the MBSA are required to use a shuttle bus operated by RFTA to arrive at the MBSA. Visitors can park at the Aspen Highlands parking garage or take the RFTA Castle/Maroon bus route to Aspen Highlands to board the MBSA shuttle. On certain peak visitation days, shuttle buses start operating as early as 7:00 AM to accommodate increased demand. On these days, visitors may wait as long as one hour to board a shuttle to the MBSA.</p> <p>Over the past few seasons, MBSA visitation during the peak season of September and October has seen notable increases. For example, RFTA experienced record ridership on September 28, 2019, with 3,480 passengers served one-way. October in particular saw a significant increase in parking garage usage from 2018 to 2019, with 1,750 more cars utilizing the garage during the peak season in 2019 (an increase of 85 percent from 2018). This increasing demand leads to long waits for shuttle buses, as well as parking queues at the Aspen Highlands garage, creating traffic congestion and delaying RFTA shuttles.</p> <p>Additionally, in recent years, U.S. Forest Service staff have observed increasing volumes of MBSA visitors arriving before shuttle operations begin, with visitors arriving well before 5:00 AM. During</p>



hours when the MBSA shuttle is not operating, visitors may park at the MBSA parking lot. As a result of the increased demand observed during the 2019 peak season, the U.S. Forest Service stationed staff to manage traffic at the MBSA in the early morning hours. However, available parking at the MBSA is not enough to accommodate the demand during these morning hours when many visitors are arriving specifically to watch the sunrise over Maroon Lake. The parking lots can fill up by 5:30 AM, creating significant traffic congestion as vehicles are turned around and directed back to Aspen Highlands, where queues of people begin to form for the start of RFTA shuttle service an hour and a half or more later.

The MBSA has also seen more visitors arriving later in the season. As long as the weather holds, visitors are now coming later in October. For the 2019 season, the second and third busiest days at the Aspen Highlands parking garage were Saturday, October 5 (1,115 cars), and Sunday, October 6 (898 cars), respectively. In 2018, the shuttle stopped running on October 8 and in 2019, the shuttle stopped running on October 6. The parking lots at MBSA then fill up and congestion builds on Maroon Creek Road as visitors wait for an open spot.

**KEY DISCUSSION ITEMS:**

To address this increased visitation and the traffic congestion and transportation challenges associated with it, the stakeholder group is currently identifying and evaluating potential management strategies for the 2020 season and beyond. Specifically, the stakeholder group is exploring the possibility of:

- Starting shuttles at 5:30 AM to serve the “sunrise crowd”
- Running the shuttle later until October 11, Columbus Day weekend
- Implementing a reservation system pilot for the peak visitation period of September and October with the following capacity scenarios:

Capacity Scenario	# of Riders	# of Rdrs/Hr	# of Cars/Day	Max # in Garage*	# of Buses/Hr	# of 2018 & 2019 Fall Days Exceeded
<b>Weekend A</b>	2,205	210	650	300	6	10 wknd days (45%)
<b>Weekend B</b>	2,585	245	785	360	7	6 wknd days (26%)
<b>Weekend C</b>	3,000	280	930	425	8	4 wknd days (17%)
<b>Weekday A</b>	940	105	240	104	3	35 weekdays (69%)
<b>Weekday B</b>	1,250	140	350	151	4	17 weekdays (33%)
<b>Weekday C</b>	1,500	175	440	189	5	6 weekdays (12%)

\* **Note:** The upper limit/capacity of the parking garage is 425 (holding 50 for cars parked overnight)

<b>Background/ Discussion:</b>	See Executive Summary above.
<b>Governance Policy:</b>	2 Board Job Products Policy 4.2.5 states, “The Board will approve RFTA’s annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy).”
<b>Fiscal Implications:</b>	None at this time
<b>Attachments:</b>	Yes, please see “Elected Boards Presentation Final.pdf.,” included in the February 2020 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the Board Agenda packet.

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

<b>Meeting Date:</b>	February 13, 2020
<b>Subject:</b>	Covenant Enforcement Commission (CEC) 2019 Report
<b>Strategic Outcome:</b>	2.0 Accessibility and Mobility
<b>Strategic Objective:</b>	2.1 Rio Grande Railroad Corridor/Rio Grande Trail is appropriately protected and utilized
<b>Presented By:</b>	Brett Meredith – RFTA Trail Manager & Abbey Pascoe – RFTA Business Specialist II
<b>Staff Recommends:</b>	That the Board authorize RFTA to send the annual letter to GOCO, outlining adherence to the requirements of the GOCO Conservation Covenant
<b>Executive Summary:</b>	<p>The following is a summary of the findings of the 2019 Corridor Assessment Report (the full report is included with this letter):</p> <p>The current encroachments are far fewer than in past years. New violations noted in conservation areas #1, #2, #5 and #7. Violations still in place from November 2018 report include areas #6 and #9. Overall, the corridor is in outstanding condition, well used and maintained with a couple of violations still in need of consideration, and many more remedied.</p> <p>Staff feels the corridor is in excellent condition. Staff has continued to make progress controlling noxious weeds without using herbicides. They are constantly weeding and picking up trash, and will work in earnest to keep the values of the conservation areas intact.</p> <p>Tom Newland will do a presentation on the current condition of the Corridor and share some drone footage of a section of the Corridor</p>
<b>Background/ Discussion:</b>	<ul style="list-style-type: none"> <li>• RFRHA with \$1.5 million in assistance from Great Outdoors Colorado (GOCO) and \$3 million in assistance from Colorado Department of Transportation (CDOT) purchased the Rio Grande Corridor, a 33.4 mile stretch of property running from Glenwood Springs to Woody Creek</li> <li>• As part of the Purchase agreement, RFTA and GOCO agreed to place a Covenant on approximately half of the corridor to preserve the “Conservation Values” on the property</li> <li>• One of the requirements of GOCO was the formation of the Covenant Enforcement Commission (CEC). The CEC monitors management by RFTA of the conservation areas called out in the Comprehensive plan.</li> <li>• RFTA hires an independent consultant to survey the entire length of the Corridor and report potential violations of the nine designated conservation areas</li> <li>• RFTA staff also develops a report on the state of the Railroad Corridor</li> <li>• The CEC committee meets annually to review both the independent consultant and staff reports to prepare recommendations for the RFTA BOD</li> </ul>
<b>Governance Policy:</b>	2.8.5 Make an annual report to the Covenant Enforcement Commission and the RFTA Board regarding compliance with Great Outdoors Colorado covenants

<b>Fiscal Implications:</b>	None at this time
<b>Attachments:</b>	<p>Yes, please see 2019 Letter to the RFTA BOD from Paul Taddune General Counsel, i.e. "RFTA.CEC.Ltr.2.720" included in the February RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the Board Agenda packet, along with the following documents:</p> <ul style="list-style-type: none"><li>• "2019 - RFTA CEC Presentation 2019 RFTA Board FINAL.pdf"</li><li>• "2019 _CEC Staff Report and Summary_BRM.pdf"</li></ul>

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

<b>Meeting Date:</b>	February 13, 2020
<b>Subject:</b>	Regional Bike Share Expansion and Implementation Plan and WE-cycle Partnership
<b>Strategic Outcome:</b>	Accessibility and Mobility
<b>Strategic Objective:</b>	2.4 Provide increased first and last mile options for customers throughout service area
<b>Presented By:</b>	Dan Blankenship, CEO Mirte Mallory, Executive Director, WE-Cycle
<b>Staff Recommends:</b>	Discuss and comment on staff’s recommendation to develop a grant agreement with WE-cycle to undertake a Regional Bike Share Expansion and Implementation Plan.
<b>Executive Summary:</b>	<p>Since September 2019, WE-cycle and RFTA have been exploring a long-term partnership in which WE-cycle and its bike share services would be integrated into RFTA. During this due diligence period, RFTA and WE-cycle have found collective enthusiasm and commitment to expanding mobility options throughout the Roaring Fork Valley with the goal of enhancing first-last mile connectivity to RFTA’s regional services to help reduce auto-dependency, traffic congestion, and emissions. Both organizations are aligned in their visions, goals, and core-values and believe that together they can deliver higher levels of service, achieve synergies, leverage each other’s strengths, and find economies of scale other than could be achieved independently.</p> <p>Having identified the value in a shared and collaborative future, we have evaluated a spectrum of integration structures and timelines. We believe it would be wise to delay integration to allow sufficient time to further assess the merits of various models, while advancing planning for Destination 2040 bike share expansion. To that end, we have determined that the next step should be to undertake a Regional Bike Share Expansion and Implementation Plan that would be inclusive of system sizes, locations, offering types (pedal/e-bike), cost projections, a financial framework for a cohesive valley-wide bike share system, and a phased implementation schedule.</p> <p>WE-cycle is the local expert with proven experience when it comes to bike share planning, deployment, and operations and has seven years of data to inform future planning. With its innovative and entrepreneurial skills and expertise, WE-cycle is the logical leader for this planning effort, in partnership with RFTA.</p> <p>For RFTA, creating the a Regional Bike Share Expansion and Implementation Plan is essential to inform and deliver the expanded bike share systems as envisioned in the RFTA Destination 2040 plan and funded by Ballot Issue 7A. Developing this plan is time-sensitive in order to generate cost estimates for new deployments in advance of the 2021 budget seasons for RFTA and public jurisdictions.</p> <p>Planning funds have been already been dedicated in the 2020 budget towards regional bike share planning. Funding WE-cycle to complete the Region Bike Share Expansion and Implementation Plan is the most cost-effective, expedient, and regionally-relevant and informed approach.</p>

	<p>As WE-cycle’s 2020 funding commitments are dedicated to annual operations of existing systems (Aspen, Basalt, Snowmass), and not regional planning, RFTA staff propose to create a grant agreement with WE-cycle, which will formalize the budget, timelines, deliverables and commitments of the parties, with the object of completing the plan by August of 2020.</p> <p>Throughout the planning months, March – August 2020, WE-cycle will work closely with RFTA to confirm alignment in process and outcomes, create regional policies, and continue to explore long-term partnership and integration scenarios.</p> <p>Come fall 2020, with the completion of this plan and emerging examples nationwide of transportation authorities partnering with bike share systems, RFTA and WE-cycle will be poised to return to the Board with a recommended integration approach.</p>
<b>Background/ Discussion:</b>	See Executive Summary, above.
<b>Governance Policy:</b>	Board Job Products Policy 4.2.5 states, “The Board will approve RFTA’s annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy).”
<b>Fiscal Implications:</b>	Although a budget for the grant to WE-cycle has not been finalized, approximately \$200,000 was budgeted in 2020 for WE-cycle support and integration and an additional \$150,000 was budgeted for the Regional First/Last Mile Plan. A portion of this funding can be used to fund the Regional Bike Share Expansion and Implementation Plan.
<b>Attachments:</b>	No.

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

**CEO REPORT**

**TO:** RFTA Board of Directors  
**FROM:** Dan Blankenship, CEO  
**DATE:** February 13, 2020

**RFTA Secures Interim Bus Staging Area on Blake Street above its 27<sup>th</sup> Street Bus Rapid Transit Station:** At the January 9, 2020 Board meeting, staff requested the RFTA Board to approve a parking lot license agreement with Pegasus Development for bus staging in the old American Furniture Warehouse (AFW) parking lot. The terms of the agreement required a \$5,000 monthly rental amount as well as a one-time \$100,000 capital contribution to help repair damage to the lot from years of use by RFTA buses.

Staff recommended approval of the license agreement due to concerns about the difficulty of finding another suitable location for staging buses in Glenwood Springs, when their drivers were taking their scheduled breaks. Given that RFTA was operating its high winter season schedule, the concern was that no longer having access to the parking at AFW parking lot on short notice might cause significant and potentially costly disruption to RFTA's regional services. The license agreement had a term from December 1, 2019 through April 30, 2020, with the possibility of retaining access to the AFW park lot on a month-to-month basis thereafter. However, staff's plan was to use the intervening time until April 30<sup>th</sup> to either find another suitable location to stage buses in Glenwood Springs or reconfigure its regional services to that driver breaks would be taken at Rubey Park in Aspen.

The RFTA Board declined to approve the \$100,000 capital contribution, but did approve the \$5,000 per month rental amount. However, when informed of the Board's decision, Pegasus Development gave RFTA about 5 days to discontinue using the AFW parking lot. Fortunately, staff had already begun coordinating with City of Glenwood Springs staff to identify a suitable location for RFTA to stage buses. Important considerations were the proximity to the 27<sup>th</sup> Street Bus Rapid Transit Station, unrestricted access to Grand Avenue, and minimal impacts on residential areas.

Although several alternatives were explored, ultimately, City staff and the City Council of Glenwood Springs agreed to allow RFTA to use a portion of Blake Street above the BRT station (behind Alpine Tire in the photo below). Fliers were placed on the windows of cars that parked in that location to access the BRT station, letting people know they could no longer park there. To make the unpaved stretch of Blake Street suitable for bus traffic, RFTA had to purchase some gravel and do some grading. The City installed no parking signs. The City issued a new release explaining the necessity of the change, which ran in the Post Independent on Saturday, January 18. RFTA also used its social media accounts to notify the public that the change would go into effect on Tuesday, January 21.



RFTA Operations personnel needed to communicate bus operators that in order for RFTA buses to use Blake Street, the drivers would need to open and close a gate, which prevents thru traffic on Blake Street, each time they departed the area to loop back around on Grand Avenue to the BRT Station to go back into service. For the first week or so, RFTA Supervisors observed bus maneuvers on Blake Street, to ensure that the gate was shut each time a bus went through. So far, the staging area appears to be working extremely well.

A tremendous amount of credit goes to Debra Figueroa, City Manager and her staff, including the City Police Department, as well as the City Council, for helping RFTA make this major change in record time! The RFTA Operations and Facilities Departments, as well as Marketing, also pitched in to make the rapid transition as seamless as possible. While the area is somewhat isolated, especially at night, and some distance from places for Bus Operators to eat, Blake Street appears to be a workable interim option that also saves RFTA significant resources.

### **RFTA Leadership 3.0**

Once again, and to keep the momentum and enthusiasm flowing, RFTA will be offering a new RFTA Leadership 3.0 for training a new leadership group of up-and-coming RFTA Leaders. In 2020 RFTA will be offering continuing training for RFTA Leadership Graduates, as well as training for a new group of individuals interested in continuing their leadership techniques. As you are aware some very impressive projects were implemented this year thanks to the previous Leadership groups. Those innovative ideas included:

- **RFTA Connect Tech:** This project puts 8 TV/Monitors in different locations to have modernized up to date/live communication with RFTA employees. Communications would include safety tips, destination 2040 updates, emergency information, snippets from Ops & HR memos, information on wellness program, job postings, and employee of the month, birthdays, and much more.
- **Off-Season Work for new Operations Drivers:** This addresses the problem of not having work for the new hired seasonal drivers that can result in high turnover after putting a lot of time, energy, and money into training. The amount of dollars in advertising, interviewing, and training only to see them leave is frustrating. This group proposes that other departments find work for these "newbie's" during this down time. Vehicle Maintenance has buses to be deep cleaned, Human Resources has benefits open enrollment packets to make, Operations has lost and found help needed.
- **We're Listening:** This project addresses customer service inadequacies for a company of this size that is basically 24/7 spread over a 70 mile corridor. This project proposed to fund a customer service department of 2-3 full time positions that communicates transparently, regularly and bilingually with our customers. These employees would be accountable for collecting public complaints/feedback, routing the request to the correct department, and promptly reporting back to the customer.
- **RFTA Mentorship Program:** A mentorship program was proposed to help new employees have a co-worker assist them with their transition into a new career at RFTA. A mentor is someone who will coach, answer questions, and help integrate new employees into not only the RFTA family, but community at large. The goal of a mentorship program is to assist with employee retention, engagement and create a better workforce.

Unfortunately, one innovative idea, which was unfortunately unable to get funded this year was a **RFTA Customer Service Department**. This is a great idea and a much needed RFTA department, however, the funding was not available this time around, but We're Listening, and hoping to make this idea a reality!

**Bike Share Expansion**

Total RFTA Capital: \$1,270,750	2020 Capital Budget: \$0	%Complete: 1%
Total Annual RFTA O&M: \$550,000	2020 O&M Budget: \$350,000	Last Updated: Feb. 2020
RFTA Capital Balance: \$1,270,750		
<ul style="list-style-type: none"> <li>Over the course of the last year it has been identified that WE-cycle, in their current state, does not have the capacity to expand their services beyond their current scope of services in Aspen and Basalt.</li> <li>Over the last several months, RFTA and WE-cycle have been exploring and vetting a future partnership in which WE-cycle and its bike share services could be expanded throughout the RFTA service area.</li> <li>RFTA and WE-cycle continue planning of Carbondale and GWS Bike Share deployment.</li> <li>2020 Includes \$200,000 to Support We-Cycle Operations and \$150,000 for a Bike Share Expansion Plan</li> </ul>		

**Buttermilk Underpass**

Total Project: \$8,057,358	2020 Budget: \$0	% Complete: 0%
RFTA Share: \$500,000	RFTA Balance: \$500,000	Last Updated: Feb. 2020
<ul style="list-style-type: none"> <li>RFTA is trying to initiate a partnership of interested stakeholders to move Buttermilk Underpass into design phase and establish a partnership for construction.</li> </ul>		

**Service Enhancements**

<b>All RFTA Destination 2040 Service Enhancements have been Implemented</b>		
<ul style="list-style-type: none"> <li>30 Minute Peak Hogback Service – <b>Completed December 14, 2019</b></li> <li>Service Increase, 30-minute Valley Service w/ Enhanced Snowmass Service – <b>Completed as of April 22, 2019</b></li> <li>Service Increase, Weekend BRT (Spring/Fall) w/ Enhanced Carbondale Circulator – <b>Completed as of April 22, 2019</b></li> <li>Better transit service connections to Snowmass Village on Brush Creek Road – <b>Completed in 2018</b></li> </ul>		

**Bus Replacement – Ten, 40’ diesel, low floor buses (Project Completed)**

Total Project: \$5,550,000	2020 Budget: \$0	% Complete: 100%
RFTA Share: \$2,442,000	RFTA Balance: \$68,513,000	Last Updated: Feb. 2020
<ul style="list-style-type: none"> <li>Ten replacement buses arrived November 2019 and in service December 2019</li> </ul>		

**Bus Replacement – Six, 45’ Coach Buses**

Total Project: \$4,200,000	2020 Budget: \$4,200,000	% Complete: 5%
RFTA Share: \$840,000	RFTA Balance: \$67,673,000	Last Updated: Feb. 2020
<ul style="list-style-type: none"> <li>RFTA is developing RFP to purchase 6, two door, low floor coaches</li> <li>RFP to be released in March</li> <li>Most likely a 2021 Delivery</li> </ul>		



**Bus Replacement – Ten, 40’ diesel, low floor buses**

Total Project: \$5,550,000	2020 Budget: \$5,550,000	% Complete: 20%
RFTA Share: \$5,550,000	RFTA Balance: \$62,123,000	Last Updated: Feb. 2020
• Ten replacement buses have been ordered for a January 2021 delivery		

**Bus Expansion – Five, 40’ diesel, low floor buses**

Total Project: \$2,775,000	2020 Budget: \$2,775,000	% Complete: 20%
RFTA Share: \$2,775,000	RFTA Balance: \$8,581,000	Last Updated: Feb. 2020
• Five expansion buses have been ordered for a December 2020 delivery		

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

Please see the “2-13-20 Planning Department Update.pdf” included in the February 2020 RFTA Board Meeting Portfolio.pdf, attached to the email transmitting the RFTA Board Meeting Agenda packet.

2019 Actuals/Budget Comparison (December YTD)

2019 Budget Year				
General Fund	December YTD			
	Actual	Projection	Amended Budget	% Var.
<b>Revenues</b>				
Sales and Use tax (1)	\$ 24,141,652	\$ 27,141,335	\$ 25,176,000	7.8%
Property Tax Revenue	\$ 8,794,024	\$ 8,794,024	\$ 8,662,000	1.5%
Grants (2)	\$ 8,461,178	\$ 8,461,178	\$ 14,393,741	-41.2%
Fares (3)	\$ 5,267,271	\$ 5,267,271	\$ 5,151,000	2.3%
Other govt contributions (4)	\$ 4,494,381	\$ 4,494,381	\$ 4,895,906	-8.2%
Other income (5)	\$ 1,312,378	\$ 1,312,378	\$ 804,300	63.2%
<b>Total Revenues</b>	<b>\$ 52,470,883</b>	<b>\$ 55,470,566</b>	<b>\$ 59,082,947</b>	<b>-6.1%</b>
<b>Expenditures</b>				
Fuel	\$ 1,702,925	\$ 1,603,000	\$ 1,833,277	-12.6%
Transit	\$ 22,993,895	\$ 22,374,000	\$ 24,153,005	-7.4%
Trails & Corridor Mgmt	\$ 441,013	\$ 460,000	\$ 589,025	-21.9%
Capital (6)	\$ 14,946,157	\$ 14,996,000	\$ 23,236,905	-35.5%
Debt service	\$ 1,522,177	\$ 1,522,177	\$ 1,551,321	-1.9%
<b>Total Expenditures</b>	<b>\$ 41,606,167</b>	<b>\$ 40,955,177</b>	<b>\$ 51,363,533</b>	<b>-20.3%</b>
<b>Other Financing Sources/Uses</b>				
Other financing sources	\$ 235,870	\$ 235,870	\$ 305,978	-22.9%
Other financing uses	\$ (2,348,683)	\$ (2,348,683)	\$ (2,506,742)	-6.3%
<b>Total Other Financing Sources/Uses</b>	<b>\$ (2,112,814)</b>	<b>\$ (2,112,814)</b>	<b>\$ (2,200,764)</b>	<b>-4.0%</b>
<b>Change in Fund Balance</b>	<b>\$ 8,751,903</b>	<b>\$ 12,402,575</b>	<b>\$ 5,518,650</b>	<b>124.7%</b>

- (1) Actual sales and use tax revenues exclude December data, which will become available in early February 2020. Through November, revenues are up approximately 19% over the prior year and approximately 8% over the current budget.
- (2) \$5.9M of budgeted grant revenues for 6 buses, the GMF Maintenance Expansion Project, and the AMF Fuel Replacement Project will be carried over to 2020.
- (3) Through December, fare revenue is up 2% and ridership is up at 4% compared to the prior year. Over the course of the year, the timing of bulk pass orders by outlets and businesses can affect the % change. The chart below provides a YTD December 2018/2019 comparison of actual fare revenues and ridership on RFTA regional services:

Fare Revenue:	YTD 12/2018	YTD 12/2019	Increase/ (Decrease)	% Change
Regional Fares	\$ 4,353,586	\$ 4,529,006	\$ 175,420	4%
Maroon Bells	\$ 749,846	\$ 697,500	\$ (52,346)	-7%
<b>Total Fare Revenue</b>	<b>\$ 5,103,432</b>	<b>\$ 5,226,506</b>	<b>\$ 123,074</b>	<b>2%</b>
Ridership on RFTA Regional Services*:	YTD 12/2018	YTD 12/2019	Increase/ (Decrease)	% Change
Highway 82 (Local & Express)	938,304	935,653	(2,651)	0%
BRT	920,343	1,034,512	114,169	12%
Carbondale Shuttle	147,950	151,910	3,960	3%
SM-DV	66,927	71,122	4,195	6%
SM-INT	218,778	217,312	(1,466)	-1%
Grand Hogback	102,482	102,122	(360)	0%
Maroon Bells	243,165	233,556	(9,609)	-4%
<b>Total Ridership on RFTA Fare Services</b>	<b>2,637,949</b>	<b>2,746,187</b>	<b>108,238</b>	<b>4%</b>
Avg. Fare/Ride	\$ 1.82	\$ 1.80	\$ (0.02)	-1%
Avg. Fare/Ride MB	\$ 3.08	\$ 2.99	\$ (0.10)	-3%

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

- (4) \$374,000 on budgeted local government contributions for the Glenwood Springs Corridor Study and Emma Bridge Project will be carried over to 2020.
- (5) Includes one-time refund of legal fees, in the amount of \$300,000 related to the RFTA v. Michael Baker International, Inc. et al. settlement, that were not budgeted.
- (6) Unexpended budget for a variety of Facilities, Trails, and IT-related projects will be carried over to 2020 due to timing.

RFTA System-Wide Transit Service Mileage and Hours Report								
Transit Service	Mileage December 2019 YTD				Hours December 2019 YTD			
	Actual	Budget	Variance	% Var.	Actual	Budget	Variance	% Var.
RF Valley Commuter	4,102,334	4,157,118	(54,784)	-1.3%	185,976	187,905	(1,929)	-1.0%
City of Aspen (1)	563,326	606,903	(43,577)	-7.2%	64,166	65,901	(1,735)	-2.6%
Aspen Skiing Company	265,461	287,835	(22,374)	-7.8%	20,003	19,166	837	4.4%
Ride Glenwood Springs	118,559	120,045	(1,486)	-1.2%	9,840	9,800	40	0.4%
Grand Hogback	222,384	224,483	(2,099)	-0.9%	9,060	8,997	63	0.7%
Specials/Charters	12,439	11,832	607	5.1%	1,021	1,083	(62)	-5.7%
Senior Van	19,739	19,072	667	3.5%	1,764	1,800	(37)	-2.0%
MAA Burlingame	23,676	23,646	30	0.1%	1,680	1,663	18	1.1%
Maroon Bells (2)	77,385	87,201	(9,816)	-11.3%	6,404	6,941	(538)	-7.7%
<b>Total</b>	<b>5,405,303</b>	<b>5,538,135</b>	<b>(132,832)</b>	<b>-2.4%</b>	<b>299,914</b>	<b>303,256</b>	<b>(3,341)</b>	<b>-1.1%</b>

(1) Budget includes Brush Creek to Rubey Park Shuttle as part of SHIFT, which the City subsequently decided not to run.  
(2) Started one week later than budgeted in June.

#### Roaring Fork Transportation Authority System-Wide Ridership Comparison Report

Service	Dec-18 YTD	Dec-19 YTD	# Variance	% Variance
City of Aspen	1,421,667	1,487,240	65,573	4.61%
RF Valley Commuter	2,631,301	2,762,942	131,641	5.00%
Grand Hogback	102,482	102,122	(360)	-0.35%
Aspen Skiing Company	541,804	597,401	55,597	10.26%
Ride Glenwood Springs	169,868	160,822	(9,046)	-5.33%
X-games/Charter	35,486	53,012	17,526	49.39%
Senior Van	3,871	3,880	9	0.23%
MAA Burlingame	62,844	65,053	2,209	3.52%
Maroon Bells	243,165	233,556	(9,609)	-3.95%
GAB Transit Mitigation Svcs.	-	-	-	N/A
<b>Total</b>	<b>5,212,488</b>	<b>5,466,028</b>	<b>253,540</b>	<b>4.86%</b>

#### Subset of Roaring Fork Valley Commuter Service with BRT in 2019

Service	YTD Dec 2018	YTD Dec 2019	Dif +/-	% Dif +/-
Highway 82 Corridor Local/Express	938,304	935,653	(2,651)	0%
BRT	920,343	1,034,512	114,169	12%
<b>Total</b>	<b>1,858,647</b>	<b>1,970,165</b>	<b>111,518</b>	<b>6%</b>

**Facilities and Bus Stop Maintenance February 13, 2020**  
**Capital Projects Update**

**Projects currently under construction:**

Rio Grande Trail improvements:

- The project to repairs to the Sopris creek bridge on the Rio Grande trail is substantially complete and the trail will be open by Mid-February.

**Facilities construction projects budgeted for 2020**

1. AMF phase 9, fuel farm replacement.
2. Upgrades to the AMF BAS/HVAC system to accommodate CNG buses
3. Replacement of the carpet in the AMF administration area.
4. GMF phase 2 expansion of services bays and office space.
5. Rio Grande trail improvements.
6. Design of an improved Rio Grande trail head adjacent to the Rosebud Cometary in Glenwood Springs
7. Upgrades to 5-bus station in the Highway 82 corridor and the construction of bus shelters at the intersection of JW and El Jebel road in El Jebel.
8. The construction of windbreaks at the up valley Basalt and Brush Creek shelters.
9. Develop a master plan for the CMF property to replace the RFTA housing and office space currently in Carbondale.
10. An asphalt maintenance program that includes sweeping, striping and repairs to RFTA owned parking facilities.
11. Repair the siding and soffit at selected sections of the Parker House apartments.
12. Perform a structural inspection of the bridges along the Rio Grande trail.
13. Refinish the outside benches at the BRT stations
14. Replace the BEB car chargers at the Carbondale and New Castle Park and rides.

**Facilities projects completed in 2020:**

Staff has completed the following construction projects in 2020:

**Construction projects going out to bid this month:**

- The Bus stop bench-refinishing project is currently out to bid for the second time.
- The AMF phase 2 project is going out to bid.
- The AMF tank farm replacement project is going out to bid.
- The Highway 82 bus stop improvement project is going out to bid.
- The Rio Grande Trail improvement project is going out to bid.

**Construction projects currently in the design process:**

- Design of the HVAC upgrades necessary to allow CNG buses to be serviced at the AMF and upgrades to both the AMF and GMF building automation systems (BAS). The plan set is currently at 60% design.
- Staff has added additional scope to the Destination 2040, 5 Mid Valley Bus Station Improvement project to add the design of two bus stops at JW drive and El Jebel road in El Jebel. Staff also had to add scope to re-design the Sagewood bus stops based on the

comments staff received from CDOT regarding the project. CDOT has plans to remove and replace the signals at this intersection and that plan influenced the working design for these stops.

- 27<sup>th</sup> street pedestrian crossing conceptual study has been completed. This study studies several options for a grade separated crossing at 27<sup>th</sup> street in Glenwood spring for both the Rio Grande trail crossing of 27 and a pedestrian crossing of Highway 82. The study looks at the feasibility of both overpasses and under passes for each crossing.

### **Facilities, Rail Corridor & Trail Update RFTA Railroad Corridor**

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

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

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

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

- **Recreational Trails Plan (RTP)** – The Planning Department and Facilities departments are working collaboratively with regional stakeholders to update the 2005 Recreational Trails Plan (RTP). Following unanimous RFTA Board adoption of the Access Control Plan (ACP) in early 2018, the RTP is the second component plan of the larger Corridor Comprehensive Plan that guides management of the entire Rio Grande Railroad Corridor from Glenwood Springs to Aspen. (Ongoing)
- **Federal Grant Right of Way (fgrow) project** – Staff continues to identify and approach adjacent property owners located in the fgrow areas in an attempt to negotiate the exchange of Bargain and Sale deeds. (Ongoing)
- **Covenant Enforcement Commission (CEC)** – Staff completed the annual CEC assessment of the Railroad Corridor on September 19<sup>th</sup> and 20<sup>th</sup>. **The annual CEC meeting was held October 24, 2019. A presentation with CEC recommendations to the RFTA Board will be made at the February 13, 2020 meeting.**

As a reminder, the CEC was established because of an agreement between RFTA's predecessor, the Roaring Fork Railroad Holding Authority ("RFRHA"), and the Board of Trustees of Great Outdoors Colorado ("GOCO"). GOCO provided funds for the purchase of the Corridor in 1997. Originally, RFRHA was required to place a conservation easement on the entire Corridor. Based on concerns about securing federal funding for future RFRHA transportation projects, the Conservation Easement was removed from the entire 33.4 miles of the Corridor and replaced with Restrictive Covenants, in ten discrete areas. The obligations of the Restrictive Covenants now belong to RFTA. GOCO allowed

modification of its original grant agreement in return for RFRHA managing the restrictive covenants and setting up the CEC. The CEC is made up members from the original members of RFRHA, Pitkin County Open Space and Trails (POST) and two at-large community members that reside in Pitkin County and Eagle County. In practice, a consultant with familiarity with the Corridor and the Covenants performs an inspection of the Conservation areas and presents a report to the CEC. The CEC then reviews the report and sends a letter of recommendations to the RFTA Board for review.



## Rio Grande Trail Update

- Staff is busy with winter maintenance and already preparing for 2020 projects.
- Mueller Construction is still working to finish the Sopris Creek/Emma Bridge Repair Project.
- [Staff hired DHM to perform a vegetation analysis and to put together a revegetation plan for a portion of the corridor.](#)
  - ♦ [Final touches are being made to the draft.](#)
- [Staff has been researching and trying equipment to find the best mower for keeping the shoulders and intersection sight lines clear.](#)
  - ♦ [We are upgrading our skidsteer and procuring a couple of implements.](#)
- [The wildlife section has closed for the winter and will re-open on April 30, 2020 at 5:00pm.](#)
- Staff continues working with Carbondale Arts to beautify the corridor through Carbondale, called the Rio Grande ArtWay.
  - ♦ RFTA is being honored as a “Business for the Arts”! Carbondale Arts nominated RFTA and we are being recognized by the Colorado Business Committee for the Arts. “Honorees will be celebrated for their innovative partnerships, generous philanthropy, creative businesses and stellar leadership across the state.” Judging by some previous honorees, we are in some good company!
  - ♦ Staff is grateful for the opportunity to be involved in such meaningful work like the ArtWay, and we are getting lots of positive feedback from the community.
  - ♦ Please go to <https://cbca.org/> to learn more.
  - ♦ CBCA has a celebration/luncheon on March 10 in Denver. Seats are \$198 each. Please let Brett know if you would like to go ASAP, as this event usually sells out.
- Staff is hopeful to have our seasonal employee start on April 01, 2020.
- Staff recently pulled pictures from the wildlife cameras out in the closed section. It is good to see the wildlife flourishing in this area:



