

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

**TIME:** 8:30 a.m. – 11:30 a.m., Thursday, July 13, 2017

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

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

	Agenda Item	Policy	Purpose	Est. Time
1	<b>Call to Order / Roll Call:</b>		Quorum	8:30 a.m.
2	<b>Executive Session:</b>			
	A. (None anticipated at this time)		Executive Session	8:31 a.m.
3	<b>Approval of <a href="#">Minutes</a>:</b> RFTA Board Meeting, June 8, 2017, <i>pg. 3</i>		Approve	8:32 a.m.
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)		Public Input	8:35 a.m.
5	<b>Items Added to Agenda – Board Member Comments:</b>	4.3.3.C	Comments	8:45 a.m.
6	<b>Consent Agenda:</b>			
	A. <a href="#">Memorandum</a> of Understanding Between RFTA and Town of Snowmass Village Regarding the transfer of Three (3) Transit Vehicles – Kelley Collier, COO, <i>page 10</i>	2.8.11	Approve	8:55 a.m.
	B. RFTA 2016 <a href="#">Audited</a> Financial Report – Michael Yang, CFAO, <i>page 14</i>	2.4.8	Accept	
7	<b>Appeal:</b>	1.1.C	Consider	9:00 a.m.
	A. <a href="#">Continuance</a> of Request for Reconsideration of Staff Recommendation for Private Access Location – 0295/0297 Rio Grande Lane, Carbondale, CO Pacifica, Senior Living RE Fund LLC - Michael Sawyer, Karp Neu Hanlon, P.C., <i>page 21</i>			
8	<b>Presentation/Action Items:</b>			
	A. Potential By-Laws <a href="#">Amendment</a> to Permit RFTA Board Members, Alternates, or Elected Official Designees to Attend RFTA Board Meetings Via Telephone and/or Video Conferencing in Special Circumstances – Paul Taddune, General Counsel, <i>page 30</i>	By-Laws	Discussion/Direction	9:55 a.m.
	B. <a href="#">Integrated</a> Transportation System Plan and Upper Mobility Study Update – Ralph Trapani, Parsons, <i>page 32</i>	4.2.5	Discussion/Direction	10:25 a.m.
	C. Grand Avenue <a href="#">Bridge</a> Project Update – Dan Blankenship, CEO, <i>page 34</i>	4.2.5	Discussion/Direction	10:50 a.m.
9	<b>Public Hearing: (Continuance)</b>			
	A. <a href="#">Second</a> Reading: Rio Grande Railroad Corridor Access Control Plan Update – Dan Blankenship, CEO and Angela Henderson, Assistant Director of Project Management and Facilities Operations, <i>page 36</i>	1.1	Vote To Continue 2 <sup>nd</sup> Reading	11:00 a.m.
10	<b>Board Governance Process:</b>			
	A. RFTA Board <a href="#">Strategic</a> Planning Retreat – David Johnson, Director of Planning, <i>page 40</i>	4.3.2.A	Direction	11:10 a.m.
	<b>(This Agenda Continued on Next Page)</b>			

	<b>Agenda Item</b>	<b>Policy</b>	<b>Purpose</b>	<b>Est. Time</b>
11	<b>Information/Updates:</b>			
	A. <a href="#">CEO</a> Report – Dan Blankenship, CEO, <i>page 41</i>	<b>2.8.6</b>	<b>FYI</b>	<b>11:15 a.m.</b>
12	<b>Issues to be Considered at Next Meeting:</b>			
	To Be Determined at July 13, 2017 Meeting	<b>4.3</b>	<b>Meeting Planning</b>	<b>11:20 a.m.</b>
13	<b>Next Meeting:</b> 8:30 a.m. – 12:00 p.m., August 10, 2017 at Carbondale Town Hall	<b>4.3</b>	<b>Meeting Planning</b>	<b>11:25 a.m.</b>
14	<b>Adjournment:</b>		<b>Adjourn</b>	<b>11:30 a.m.</b>

**Mission/Vision Statement:**

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

**Values Statements:**

- ✓ **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  
June 8, 2017**

**Board Members Present:**

Mike Gamba – Vice Chair (City of Glenwood Springs); Dan Richardson (Town of Carbondale); Jeanne McQueeney (Eagle County); Jacque Whitsitt (Town of Basalt); Markey Butler (Town of Snowmass Village)

**Voting Alternates Present:**

Greg Russi (Town of New Castle); Ann Mullins (City of Aspen); Greg Poschman (Pitkin County)

**Non-Voting Alternates Present:**

Kathryn Trauger (City of Glenwood Springs)

**Staff Present:**

Dan Blankenship, Chief Executive Officer (CEO); Paul Taddune, General Counsel; Michael Yang, Chief Financial and Administrative Officer (CFAO); Kelley Collier, Chief Operating Officer (COO); Nicole Schoon, Secretary to the Board of Directors; Mike Hermes, Angela Henderson, Brett Meredith, Maura Masters, Dina Farnell, Facilities & Trails Department; David Johnson and Jason White, Planning Department; Paul Hamilton, Director of Finance; Ed Cortez, Bus Operator and President ATU Local 1774

**Visitors Present:**

David Presnichak (Garfield County); Yancy Nichol (Sopris Engineering); Erik Kaufman and Jeff Gatlin (Roaring Fork School District); Ralph Trapani (Parsons); John Krueger (City of Aspen); Mirte Mallory (WE-Cycle); Terry Claassen, Abdi Przadeh and Eric Fisher (Pacifica Senior Living); Michael Sawyer (Karp Neu Hanlon); Tanya Allen (City of Glenwood Springs); and John Rushenberg (Citizen)

**Agenda**

***Note: Blue Hyperlinks to the video of the June 8, 2017 Board Meeting have been inserted for each agenda item below.***

**1. Roll Call:**

**Mike Gamba called the RFTA Board of Directors to order at 8:33 a.m.**

**Gamba declared a quorum to be present (8 member jurisdictions present) and the meeting began 8:34 a.m.**

**2. [Executive Session:](#)**

**Jacque Whitsitt moved to adjourn into Executive Session, Dan Richardson seconded the motion, and it was unanimously approved. The Board adjourned into Executive Session 8:35 a.m.**

**A. 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 instructing negotiators; and 24-6-402 (4) (a); the purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interests: **Glenwood Multi-Family LLC.****

RFTA staff present at the Executive Session included: Dan Blankenship, Paul Taddune, Kelley Collier, Nicole Schoon, Mike Hermes, and Angela Henderson.

**Ann Mullins 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 8:42 a.m.**

3. [Approval of Minutes:](#)

**Ann Mullins moved to approve the minutes of the May 11, 2017 Board Meeting and Dan Richardson seconded the motion. The motion was unanimously approved.**

4. [Public Comment:](#)

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

**Mike Gamba closed Public Comments at 8:43 a.m.**

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

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

**Mike Gamba next asked if any Board member had comments or questions regarding issues not on the meeting agenda. No Board member had any comments or questions.**

Mike Gamba stated that several Board members would need to leave the Board meeting early due to other obligations. He requested that presentations be kept as brief as possible in order to approve/deny any motions set before the Board.

6. [Consent Agenda:](#)

**A. Resolution 2017-07: 2017 RFTA Title VI Program Update and 2017 Limited English Proficiency (LEP) Plan Update – Nicole Schoon, Title VI Compliance Officer**

**Jacque Whitsitt moved to approve Resolution 2017-07: 2017 RFTA Title VI Program Update and 2017 Limited English Proficiency (LEP) Plan Update and Dan Richardson seconded the motion. The motion was unanimously approved.**

7. [Presentation/Action Items:](#)

**A. [Federal Transit Administration LoNo Grant Application](#) –Kelley Collier, COO**

At the May 11, 2017 Board meeting, RFTA Board members authorized RFTA staff to create the application for the Federal Transit Administration (FTA) LoNo grant funding. If approved, grant funds would allow the purchase of eight (8) Battery Electric Buses (BEB) and associated charging infrastructure, project total \$7.6 million.

RFTA was informed that securing a BEB manufacturer partner before submission of the grant application would improve RFTA's chances of receiving LoNo grant funds. RFTA Procurement staff

solicited proposals to acquire a BEB manufacturer partner, and has selected New Flyer to be RFTA's BEB manufacturer partner. RFTA staff are obtaining letters of support and intend to submit the LoNo grant application to the Colorado Department of Transportation (CDOT) on or before June 19, 2017. CDOT will then submit RFTA's consolidated LoNo grant to the FTA before the June 26, 2017 deadline.

Markey Butler indicated that the \$1 million contribution will be a difficult discussion to have with the EOTC, however the City of Aspen has indicated that the matching contribution appears workable. Butler has several questions that she would like to have clarified before the June 15, 2017 request to the EOTC. Kelley Collier stated that they would discuss Butler's questions and concerns following the Board meeting. Collier also clarified that if the EOTC contribution of funds needs to be adjusted there is still time for RFTA staff to adjust the request being submitted to the FTA.

Board members agreed that RFTA staff should submit the LoNo grant application.

**B. [Roaring Fork School District Request for RFTA Support of CR 154 "Fly-Over"](#) – Shannon Pelland, Acting Superintendent/CFO, Roaring Fork School District**

Shannon Pelland stated that Garfield County has approved several new operations along CR154 near the SH82 intersection, including a new FedEx Facility, an automotive shop, a Veterinarian Hospital, and a PreK-8 Riverview School. The combined uses and the proposed increase in daily vehicle trips, approximately 1,052 daily, triggered a CDOT access permit process and related traffic study.

It may be critical to improve the functionality of the intersection, CR154 and the Rio Grande Trail Crossing, to develop safe vehicle, bicycle, and pedestrian access. Yancy Nichol of Sopris Engineering, developed a "Fly-Over" concept, which will 1) improve the intersection of SH82 and CR154 and realign a short section of CR154; 2) eliminate the crossing on CR154 and the crossing at Orrison Distributing; and 3) eliminate dangerous access points to SH82 from Orrison Distributing.

Due to concerns regarding traffic impacts to the Railroad Corridor/Rio Grande Trail crossing expressed by the GARCO contract engineer, RFSD asked Yancy Nichol to look at possible improvements to the Railroad/Rio Grande Trail crossing, and developed the "Fly-Over" concept. The intent of the proposed concept plan, if designed to accommodate rail, would allow RFTA to consolidate several adjacent private crossings into one single access point, providing a safer and unimpeded Railroad Corridor and Rio Grande Trail experience.

The RFSD and RFTA staff believe the overall public benefits from this "Fly-Over" design would outweigh the significant construction costs. RFSD and RFTA staff discussed the possibility of RFTA staff exploring a grant funding opportunity. RFTA staff could assist by providing project management oversight with the construction of the project, similar to other projects such as the Basalt underpass, the AABC underpass, etc.

**Dan Richardson moved to approve the Roaring Fork School District Request for RFTA Support of CR154 "Fly-Over" and Jacque Whitsitt seconded the motion. The motion was unanimously approved.**

**C. [WE Cycle – RFTA Partnership Alternatives](#) – Mirte Mallory, Executive Director, WE-Cycle**

Mirte Mallory stated that WE-Cycle, the Roaring Fork Valley's bike transit system, serves Aspen, Basalt, Willits, and El Jebel with 43 stations and 190 bikes, system-wide, from May – November. WE-Cycle has become a valuable component of the valley's transportation system and is used primarily by Roaring Fork Valley residents who are season passholders. They are used primarily for short, in and around town travel, to get from home to the bus, bus to work, from point A to point B, or to run

errands. In 2016, WE-Cycle's 1,225 season passholders, residing throughout the RFTA service area from New Castle to Aspen, completed 77% of all WE-Cycle rides system-wide.

With the RFTA Board's encouragement and support over the past six months, WE-Cycle and RFTA have explored various scenarios for a longer-term and formalized partnership. Together, WE-Cycle and RFTA continue to strive for a bike and bus integration in which their complementary services facilitate and thereby grow transit ridership.

WE-Cycle would like to form a multi-year partnership, three to five (3 – 5) years, with RFTA to include, 1) committed operational funding of \$100,000 annually, subject to annual appropriations; 2) modification and development of integrated passes and mobile platforms which would permit use of both bike and bus services; 3) collaboration of marketing, communication, rider outreach, and employee passes; 4) expanded WE-Cycle service areas within the RFTA jurisdiction; and 5) contribution of capital funds to new WE-Cycle infrastructure.

**Jacque Whitsitt moved to approve a five-year (5-year) \$100,000 (subject to annual proportion) WE-Cycle – RFTA Partnership Agreement and Ann Mullins seconded the motion. The motion was unanimously approved.**

**D. [Covenant Enforcement Commission Report](#) – Angela Henderson, Assistant Director of Project Management and Facilities**

Angela Henderson stated that with the purchase of the Rio Grande Corridor, one of the requirements of Great Outdoors Colorado (GOCO) was the formation of a Covenant Enforcement Commission (CEC), which monitors and manages a 33.4 mile stretch of property running from Glenwood Springs to Woody Creek. RFTA hires an independent consultant to survey the entire length of the Corridor and report potential violations of the nine (9) designated conservation areas. The CEC committee meets annually to review the independent consultant report and staff reports on the state of the Railroad Corridor. RFTA staff then submits a consolidated report and recommendations to the RFTA Board.

Greg Poschman and Ann Mullins stated that an intern program to assist the Trails' staff in managing the Corridor is a great program. It allows the next generation of Corridor users to experience and understand the importance of maintaining and managing the Corridor.

Violations discovered during the latest corridor survey were:

1. Conservation Area Two (2): Irrigation pipes crossing the corridor and displays of American flags;
2. Conservation Area Five (5): Excessive trash under the bridge and graffiti displayed on the bridge;
3. Conservation Area Six (6): New fence was erected on or near the Corridor and trash containers being stored on Corridor;
4. Conservation Area Seven (7): ATVs have been crossing the Corridor;
5. Conservation Area Eight (8): Thistle outbreak on or near Corridor;
6. Conservation Area Nine (9): A new building has been placed on or near Corridor and furniture has been placed outside the railcars.

Violations still in place on the Corridor: 1) Conservation Area Six (6): Berm and structure are encroaching on the south side of the Corridor; and 2) Conservation Area Seven (7): Trash, storage bins, and fencing on the north side of Corridor in the Basalt High School area.

**E. [Integrated Transportation System Plan Update](#) – Ralph Trapani, Parsons**

Ralph Trapani discussed the types of Alternatives that RFTA has available; 1) Service; 2) Capital; 3) Pedestrian and Bicycle Improvements; 4) Bicycle and Pedestrian Crossings; and 5) Other Options.

There are sixteen (16) Service Alternatives, which involve several entities, who will be responsible for assisting in carry that particular alternative forward.

Service Alternatives and Entities responsible are:

1. UVMS Fixed Guideway Transit from Brush Creek Intercept Lot to Aspen; RFTA and EOTC;
2. UVMS Optimized BRT Service; RFTA and EOTC;
3. Optimize BRT System; potential expansion of service; RFTA;
4. Better transit connections to Snowmass Village on Brush Creek Road; RFTA and EOTC;
5. Expand BRT in Glenwood Springs; RFTA and the City of Glenwood Springs;
6. WE-Cycle Bike Share Expansion; RFTA and Local Communities;
7. Micro-Transit (Uber, Lyft) for first and last mile connections to BRT, major boarding locations and for general on-demand service; RFTA and Local Communities;
8. Transportation Demand Management; RFTA and Local Communities;
9. Make using, accessing, and getting information about public transit more intuitive; RFTA;
10. Expanded Circulators; RFTA, Local Communities; RFTA, ECO Transit, and Local Communities;
11. Optimize I-70 Grand Hogback Service; RFTA, Garfield County, and Local Communities;
12. Connection to ECO Transit; RFTA, ECO Transit, and Local Communities;
13. Improve Connection to Bustang; RFTA and CDOT;
14. Upper Valley Parking Management; RFTA, EOTC and CDOT;
15. Real-time vehicle and bus travel time information, combined with dynamic parking pricing in Aspen; RFTA and EOTC;
16. Other Options; Multiple entities will be responsible.

There are 6 Capital Alternatives and Entities responsible are:

1. Enhancements for Expanded BRT in Glenwood Springs; RFTA and the City of Glenwood Springs;
2. PNR Enhancements at Brush Creek; RFTA, EOTC, and CDOT;
3. PNR Expansion at 27<sup>th</sup> Street, Carbondale, and Basalt; RFTA and Local Communities;
4. SH82 and I-70 Bus Stop Improvements; RFTA, CDOT, and Local Communities;
5. Design places at bus stations for micro-transit to drop off & pick up; RFTA, CDOT, and Local Communities;
6. Improvements in Silt, Rifle, and Parachute; RFTA, Garfield County, and Local Communities.

There are currently seventeen (17) locations where Pedestrian and Bicycle Improvements will need to be made and Local communities will be responsible for carrying each of those improvements forward.

Pedestrian and Bicycle Crossings include three (3) locations, 1) 27<sup>th</sup> Street in the City of Glenwood Springs; 2) Buttermilk; and 3) SH133/RGT; RFTA, EOTC, the City of Glenwood Springs, and the Town of Carbondale will be responsible for carrying these improvements forward.

Other alternatives include seven (7) options and the entities responsible for these are:

1. Bus Replacement, RFTA;
2. Expand GMF, RFTA;
3. Employee Housing Projects, RFTA;
4. Expand AMF, RFTA;
5. Bus Expansion, RFTA;
6. Airport Connection; RFTA, EOTC, and Airport;
7. UVMS Gondola connections between mountains and to bus stations; Aspen Skiing Company and EOTC.

8. [Public Hearing:](#)

**A. Second Reading: Rio Grande Corridor Access Control Plan Update** – Dan Blankenship, CEO and Angela Henderson, Assistant Director of Project Management and Facilities Operations

**Jeanne McQueeney moved to approve a continuation of the Second Reading: Rio Grande Corridor Access Control Plan Update and Markey Butler seconded the motion. The motion was unanimously approved.**

9. [Appeal:](#)

**A. Request for Reconsideration of Staff Recommendation for Private Access Location – 0295/0297 Rio Grande Lane, Carbondale, CO Pacifica, Senior Living RE Fund LLC** – Michael Sawyer, Karp Neu Hanlon, P. C.

Michael Sawyer of Karp Neu Hanlon, P.C. and Pacifica Senior Living RE Fund, LLC (developer) are appealing staff's decision to the RFTA Board of Directors. Per the 2005 ACP following policy applies to the review process for Private Crossings:

1. 17.0(C)(3): The applicant may appeal the decision of the RFTA Director of Trails by filing an appeal of the administrative determination in writing, to the Board.
2. 17.0(C)(4): If the Board decides to address the ruling, the Board will inform the appellant of a hearing to be scheduled at the next Board meeting, (*the Board may refuse to make any exceptions*).

Michael Sawyer of Karp Neu Hanlon, P.C. stated that, Pacifica Senior Living RE Fund, LLC (Pacifica) has requested an appeal of a RFTA staff decision to deny the consolidation of access points for properties located at 295 and 297 Rio Grande Lane in Carbondale, CO. Sawyer stated that the consolidation requested by Pacifica will reduce the overall encroachment within the Rio Grande Corridor and also reduce the number of permitted access points from two (2) to one (1).

Pacifica is in the process of obtaining approvals for a senior living center on these properties. This senior living center would provide options for the senior population which are currently not available in the Mid-Valley, including memory care facilities. Development of the properties in this manner will fill and important housing need for seniors between Aspen and the City of Glenwood Springs.

Pacifica Senior Living RE Fund, LLC, has requested a replacement private access license to cross the Railroad Corridor and access its newly acquired parcels 0295 and 0297 Rio Grande Lane, Carbondale, CO. The original license belonged to a local ranching family and was issued by the D&RGW in 1976. In 2007, the parcel was subdivided by the family and a new license was issued to the second parcel for use of the same access point, consolidating to a single paved access.

The developer asserts that the two licenses belong to two separate access points. Staff has reviewed the license agreements and determined that the licenses were both granted for the same paved access point. Staff and the developer have worked together over several months to develop a license agreement that was acceptable to both parties. Staff has approved the replacement license for the two existing licenses for the current paved access point. Staff believes the developer recently changed the configuration of the development and now wants to relocate the access point.

The relocated access point would move closer to the middle of the development and the developer is asserting that one of the two paved access licenses granted to previous owners of the parcels is for an informal dirt road access further down valley of the paved access. The developer alleges that the request is for a consolidation of two licensed accesses (the paved access and dirt road access),



whereas RFTA staff believes that the informal dirt road access is unlicensed. Granting the developer's request would amount to relocating and extending the existing consolidated paved access for which there are already two licenses.

Staff denied the developer's request because relocating and extending the access would utilize more of the right of way in a narrow section of the Railroad Corridor. If the relocation and extension of the existing paved access is approved by the Board, there may be future potential costs to the Senior Living Facility and/or RFTA for removal of the parallel access road, if the right-of-way is required for a future mass transportation system.

**The reconsideration for Private Access Location 0295-0297 Rio Grande Lane, Carbondale, CO Pacifica, Senior Living RE Fund LLC will be continued at the July 13, 2017 Board Meeting.**

**10. Board Governance Process:** (No action taken due to the loss of a quorum)

**A. RFTA Board Strategic Planning Retreat** – David Johnson, Director of Planning

**11. Information/Updates:** (No action taken due to the loss of a quorum)

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

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

**13. Next Meeting:** 8:30 a.m. – 12:00 p.m., July 13, 2017 at Carbondale Town Hall, 511 Colorado Avenue.

**14. Adjournment:**

**Mike Gamba adjourned the Board meeting at 12:05 p.m. No motion was taken to adjourn the RFTA Board of Directors meeting due to absence of a required quorum.**

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Respectfully Submitted:  
Nicole R. Schoon  
Secretary to the RFTA Board of Directors

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

<b>Meeting Date:</b>	July 13, 2017
<b>Agenda Item:</b>	Memorandum of Understanding Between RFTA and Town of Snowmass Village Regarding the Transfer of Three (3) Transit Vehicles
<b>POLICY #</b>	<b>2.8.11 Board Awareness &amp; Support</b>
<b>Strategic Goal:</b>	<b>Organizational:</b> Successfully implement Grand Avenue Bridge Replacement project transit mitigation plan
<b>Presented By:</b>	Kelley Collier, Chief Operating Officer
<b>Recommendation:</b>	Approve the Memorandum of Understanding to allow RFTA to purchase Three Transit Vehicles from Town of Snowmass Village
<b>Core Issues:</b>	<ul style="list-style-type: none"> <li>• Snowmass Village has three (3) low-floor, 26-passenger Optima Opus transit vehicles for disposal</li> <li>• All vehicles are low mileage and in good running condition</li> <li>• RFTA has the need for additional vehicles during the Grand Avenue Bridge Project, most likely the North Pedestrian Bridge to West Glenwood Springs Mall Shuttle, and can utilize these smaller vehicles in the future for specific route needs, including as back-up vehicles for Ride Glenwood Springs routes, to free up larger RFTA buses for high capacity regional routes.</li> </ul>
<b>Policy Implications:</b>	RFTA Board Governing Policy 2.8.11 states, “The CEO may not fail to supply for the Board’s consent agenda, along with applicable monitoring information, all decisions delegated to the CEO yet required by law, regulation or contract to be Board-approved.”
<b>Fiscal Implications:</b>	\$15,000 for purchase of 3 transit vehicles, which can be expended from the existing Fleet Maintenance budget.
<b>Attachments:</b>	Yes, please see the MOU of Understanding Between RFTA and Town of Snowmass Village Regarding the Transfer of Three (3) Transit Vehicles, attached below.

MEMORANDUM OF UNDERSTANDING  
BETWEEN ROARING FORK TRANSPORTATION AUTHORITY  
AND THE TOWN OF SNOWMASS VILLAGE REGARDING  
THE TRANSFER OF THREE (3) TRANSIT VEHICLES

This Memorandum of Understanding is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2017, by and between the Roaring Fork Transportation Authority, Aspen, Colorado (“RFTA”) and the Town of Snowmass Village (“Snowmass Village” or “Town”).

W I T N E S S E T H

WHEREAS, by Intergovernmental Agreement dated September 12, 2000, the City of Aspen, Town of Basalt, Town of Carbondale, Eagle County, City of Glenwood Springs, Pitkin County, and the Town of Snowmass Village entered into an agreement providing for the creation of the Roaring Fork Transportation Authority (“RFTA”) as a political subdivision of the state of Colorado pursuant to Colorado Rural Transportation Authority Law, Title 43, Article 4, Part 6, C.R.S., which agreement (“RFTA IGA”) was ratified by the electors of RFTA, at the state general election conducted on November 7, 2000; and

WHEREAS, by the authority provided in 49 U.S.C. Section 53 and related guidance provided in Federal Transit Administration Circular 5010.1E, Part III-4c, transit properties may transfer property to other transit property; and

WHEREAS, Snowmass Village wishes to dispose of three (3) transit vehicles and spare parts, with no express or implied warranties; and

WHEREAS, two of the three transit vehicles have federal interest; and

WHEREAS, RFTA desires to purchase the three vehicles from Snowmass Village; and

NOW THEREFORE, in consideration of the mutual benefits to be derived herefrom, RFTA and Snowmass Village agree as follows:

I.  
Obligations

1.1 RFTA will compensate the Town of Snowmass Village \$5,000 per unit to transfer the assets defined below:

Unit 477 2008 OPTIMA OPUS LF29 VIN #1N93622968A140319  
Unit 477 locally funded, no federal interest

Unit 478 2008 OPTIMA OPUS LFB29 VIN #1N93629948A140318

Unit 478 funded with 2007 5309 (CO-04-0039), 53% federal interest

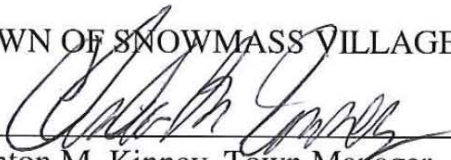
Unit 479 2008 OPTIMA OPUS LFB29 VIN #1N90292408A140649

Unit 479 funded with 2008 5309 (CO-04-0055), 71% federal interest

- 1.2 Upon payment of \$15,000 by RFTA to the Town, the Town will transfer ownership of above vehicles to RFTA
  - 1.2.1 The Town will release Division of Motor Vehicles titles to these vehicles to RFTA, at the time of vehicle transfer.
  - 1.2.2 RFTA will promptly have the Town removed as security interest holder on titles and changing ownership from transit agencies by updating title records with the Division of Motor Vehicles; and registering the vehicles under RFTA ownership; and for payment of any and all fees associated with the transfer of titles and registrations.
  - 1.2.3 The Town shall provide RFTA with copies of prior maintenance and repair records for the vehicle, in paper or electronic format, as requested.
  - 1.2.4 RFTA shall ensure that the vehicles are identified as RFTA operating vehicles, using standard RFTA vehicle decals, logos, numbering, or other standard agency vehicle identification signage.
  
- 1.3 RFTA will continue to comply with federal requirements that are associated with units 478 and 479 and ensure that the vehicles are used for the purpose of the original FTA Grant; specifically, for the transportation of the public.

IN WITNESS WHEREOF, the parties hereto have signed and executed this Agreement effective as of the date and year above.

TOWN OF SNOWMASS VILLAGE

By:   
Clinton M. Kinney, Town Manager  
Town of Snowmass Village

6/27/17

ATTEST:



Barbara Peckler  
Town of Snowmass Village

ROARING FORK TRANSPORTATION AUTHORITY

By: \_\_\_\_\_  
George Newman, Chairman  
Board of Directors

ATTEST:

\_\_\_\_\_  
Secretary to the Board

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

<b>Meeting Date:</b>	July 13, 2017
<b>Agenda Item:</b>	RFTA 2016 Audited Financial Report
<b>POLICY #:</b>	<b>2.3: Financial Condition and 2.4: Asset Protection</b>
<b>Strategic Goal:</b>	Finance: Obtain an unqualified opinion from the independent auditor for RFTA's 2016 financial statement audit
<b>Presented By:</b>	Michael Yang, CFAO, and Nicholas Graham, McMahan & Associates LLC (Auditor)
<b>Recommendation:</b>	<b>Accept RFTA 2016 Audited Financial Report</b>
<b>Core Issues:</b>	<ol style="list-style-type: none"> <li>1. The annual financial statement audit is required by third parties, which includes the Federal Transit Administration, Colorado Department of Transportation, Municipal Securities Rulemaking Board, and Standard &amp; Poor's.</li> <li>2. McMahan &amp; Associates LLC conducted the audit and is responsible for expressing an opinion on: <ol style="list-style-type: none"> <li>a. RFTA's financial statements and the budget and actual individual fund statements for the year ended December 31, 2016, and</li> <li>b. RFTA's compliance requirements described in the U.S. Office of Management and Budget (OMB) <i>Circular A-133 Compliance Supplement</i> applicable to each of its major federal programs for the year ended December 31, 2016.</li> </ol> </li> <li>3. An unqualified or “clean” opinion was received from the auditors that RFTA's 2016 financial statements conform to U.S. generally accepted accounting principles and that RFTA is in compliance with the requirements for each of its major federal programs.</li> <li>4. No deficiencies were reported; no prior or current year findings or questioned costs were identified.</li> <li>5. On June 20, 2017, the RFTA Board Audit Subcommittee (RFTA Board members: Markey Butler, Town of Snowmass Village, and Ann Mullins, City of Aspen; Independent Financial Expert: John Lewis, Eagle County Finance Director) had a two hour meeting with our auditor which included an in-depth review and discussion of the 2016 audit. RFTA staff was available for a portion of the meeting to answer questions from the subcommittee. The subcommittee approved that the 2016 audited financials be recommended to the RFTA Board of Directors.</li> <li>6. Based on the unqualified or “clean” opinion from the auditors and with the RFTA Board Audit Subcommittee approval as evidenced by the attached meeting minutes prepared by the subcommittee, <b>staff recommends that the RFTA Board accept the 2016 Audited Financial Report.</b></li> </ol>

<b>Policy Implications:</b>	Board Asset Protection Policy 2.4.8 states, “The CEO may not compromise the independence of the Board’s audit or other external monitoring or advice.”
<b>Fiscal Implications:</b>	Failure to comply with annual financial statement audit requirements by third parties can negatively affect existing agreements and future grant awards resulting in unfavorable financial conditions.
<b>Attachments:</b>	<ol style="list-style-type: none"> <li>1. Communication to the Governing Board Letter from auditor (below)</li> <li>2. RFTA Board Audit Subcommittee Meeting Minutes (below)</li> <li>3. “RFTA 2016 audited financial statements (final).pdf” with auditor’s opinion letters included in the July 2017 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the Board Agenda packet.</li> </ol>



# McMAHAN AND ASSOCIATES, L.L.C.

*Certified Public Accountants and Consultants*

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## **To the Board of Directors Roaring Fork Transportation Authority Carbondale, Colorado**

We have audited the financial statements of Roaring Fork Transportation Authority (the "Authority") for the year ended December 31, 2016. Professional standards require that we provide you with the following information related to our audit.

### *Qualitative Aspects of Accounting Policies*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Authority are described in Note I to the 2016 audited financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by the Authority during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

- Estimating allowance for uncollectible receivables: Management's estimate of is based on industry practice and experience together with actual collections history since year-end. All were considered to be collectible at December 31, 2016.
- Estimated useful lives for depreciation on fixed assets: Management's estimate of is based on industry practice and experience. We evaluated the key factors and assumptions used to develop the useful lives used in determining depreciation and found that it is reasonable in relation to the financial statements taken as a whole.

We evaluated the key factors and assumptions used to develop these estimates, and found it to be reasonable in relation to the financial statements taken as a whole.

### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. There were no misstatements detected as a result of audit procedures which were material, either individually or in the aggregate, to the financial statements taken as a whole.

*Member: American Institute of Certified Public Accountants*

PAUL J. BACKES, CPA, CGMA  
MICHAEL N. JENKINS, CA, CPA, CGMA  
DANIEL R. CUDAHY, CPA, CGMA

AVON: (970) 845-8800  
ASPEN: (970) 544-3996  
FRISCO: (970) 668-3481



*Disagreements with Management*

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

*Management Representations*

As is required in an audit engagement we have requested certain representations from management that are included in the management representation letter.

This report is intended solely for the information and use of the Board of Directors, management, and others within the organization and is not intended to be, and should not be, used by anyone other than those specified parties.

Sincerely,

*McMahan and Associates, L.L.C.*

**McMahan and Associates, L.L.C.**  
**July 3, 2017**

## MINUTES OF THE JUNE 20 MEETING OF THE RFTA AUDIT SUBCOMMITTEE

The meeting of the RFTA audit subcommittee began at 10 am on Tuesday, June 20, 2017. Those in attendance were as follows:

### Current Audit Subcommittee Members:

1. **Ann Mullins**, City of Aspen,
2. **Markey Butler**, Town of Snowmass Village,
3. **John Lewis**, independent financial expert and Executive Director of Finance for Eagle County, and

### External Auditors:

4. **Paul Backes**, CPA, Partner at McMahan & Associates, LLC

### RFTA Staff:

5. **Dan Blankenship**, RFTA CEO
6. **Kelley Collier**, RFTA COO
7. **Michael Yang**, CPA, RFTA CFAO, and
8. **Paul Hamilton**, CPA, RFTA Finance Director

Audit Subcommittee meeting expectations were forwarded to the committee in advance. The draft version of the 2016 audit report was also made available to the subcommittee prior to the meeting. Similar to prior meetings, the external auditor (Paul Backes) presented the audit report to the subcommittee and answered questions related to the report and audit process. RFTA staff were also available to answer questions. In addition, the meeting allowed time for the subcommittee to discuss the audit report without RFTA staff present.

### The meeting proceeded as follows:

Michael Yang began the meeting with introductions that were abbreviated since all of the audit committee members were the same as the prior year. Paul Backes then discussed the 2016 audit process and, on a projector screen showed us examples of the software used in performing the audit. He then explained the purpose of the engagement letter, the “prepared by client” request letter and scheduling, initial testing work and field work. Paul then explained how RFTA financial data is entered into McMahan’s software system, including the database that keeps historical numbers for the past 10 years for analysis purposes.

Paul then explained that they look at cash receipts and controls and determine materiality, look at budget to actual and trend data. They then pull all data regarding large purchases (i.e. buses), send a letter to the Board regarding the possibility of any related party transactions and review the financial policies.

As far as the actual field work performed by the auditors, they begin with a “balance sheet approach” wherein they confirm assets and liabilities with letters sent directly to the banks, investment trustees and lenders. They also examine invoices and various agreements that are related to the line items shown on the balance sheet. They also confirm that investments follow financial policies as well as State statutes and that they are insured by the FDIC or PDPA (Colorado Public Deposit Protection Act).

Paul Backes then reviewed how all major accounts are analyzed and then tied into the financials. He also discussed how the grants are audited in compliance with the “single audit” requirements (a threshold of \$750K per year is used for determining audit requirement). After a question on complexity, Paul indicated that the audit for RFTA was “significantly less complicated” than other governmental entities since RFTA is a “single-purpose” entity. That said, the financials for entities such as RFTA are more complicated than a typical for-profit entity since there is such a diversity of users. Users include the state and federal governments, grantors, bond holders, banks, management and citizens. He then explained how the “Management Discussion and Analysis” (MD&A) section of the financial report is more user friendly and is prepared by Michael Yang.

Michael Yang then explained how RFTA incurred an approximate \$1.7 million surplus in the general fund and although that was approximately \$1.3 million better than budget, fund balance has been budgeted to be used in 2017. He then went on to discuss the impact of capital projects in 2017.

Dan Blankenship then indicated that management is researching what to do if the grants that RFTA has historically relied become partially, or wholly, no longer available. Paul Backes agreed that if those grants were not available, additional taxes may be necessary to maintain service levels.

Markey Butler then asked how much had been received in federal grants over the past three years. Dan indicated that from 2008-2013, RFTA had enjoyed approximately \$70 million and in the last three years that number from the federal government was approximately \$18.5 million. He then explained possible solutions and potential impacts.

Paul Backes then explained the management recommendation letter and then after a question by Ann Mullins, explained the differences between the financial audit and a fraud audit and the materiality thresholds.

John Lewis then asked Michael questions relating to auditor performance including:

- Did the auditor fulfill his contracts?
- Was the audit performed in a timely basis?
- Was there the proper coordination so that RFTA staff experienced a minimum of disruption?
- Were the scope and depth of the auditor's work and findings consistent with expectations?

Michael answered yes to all of those questions.

Management then left the room and allowed the audit subcommittee to ask questions of the auditors. Paul Backes indicated that there was nothing that he would not say in front of management. John Lewis reviewed audit committee responsibilities and goals as prescribed by the American Institute of Certified Public Accountants. Those questions included:

- Is management maintaining a comprehensive framework of internal controls?
- Are accounting policies being properly followed and were there any controversies regarding proper policies being followed?
- Were audit adjustments properly handled by management?
- Were there any disagreements between the auditors and management?
- Were there any difficulties encountered during the audit?
- Are there any fiscal matters that require the Board's attention?

Receiving positive answers from the Paul Backes to all of those questions, the audit subcommittee then formally approved that the 2016 financials be recommended to the Board of Directors of RFTA.

The meeting was then adjourned at approximately noon.

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

<b>Meeting Date:</b>	July 13, 2017
<b>Agenda Item:</b>	Continuance of Request for Reconsideration of Staff Recommendation for Private Access Location – 0295/0297 Rio Grande Lane, Carbondale, CO
<b>Policy #:</b>	<b>1.1.C.: Rio Grande Corridor is Preserved for Transit Use</b>
<b>Strategic Goal:</b>	To protect the railbanked status of the Rio Grande Railroad Corridor for future transportation uses.
<b>Presented By:</b>	Angela M. Henderson – Assistant Director, Project Management and Facilities Operations
<b>Recommendation:</b>	<b>Accept, and do not vote to reconsider and/or overturn the staff recommendation to deny a request to relocate and extend an existing access as requested by developer.</b>
<b>Core Issues:</b>	<p><b>Recap of June 8, 2017 Board Meeting:</b></p> <ol style="list-style-type: none"> <li>1. At the June 8, 2017, Board meeting, Terry Claassen and Michael Sawyer, representing Pacifica Senior Living RE Fund, LLC (herein after “developer”), requested the RFTA Board to reconsider the staff decision to deny an access license at a new location on their newly acquired property at 295/297 Rio Grande Lane in the vicinity of 2<sup>nd</sup> Street and the Rio Grande Railroad Corridor, in Carbondale, Colorado.</li> <li>2. Staff denied the developer’s request for a license to access the property at a new location, because granting it would have required a significant extension of a parallel paved roadway within the railroad corridor that currently serves four properties in that section of the corridor.</li> <li>3. Staff viewed the developer’s request as a relocation of an existing licensed access road, which would have used more of the railroad corridor in an already constrained location, and potentially created conflicts with trail users.</li> <li>4. The developer, however, asserted that their newly acquired property, which consisted of two adjacent parcels, had two previously licensed accesses, and that granting a license for a new location would, in essence, be consolidating two licensed accesses into one. The developer indicated that one of the licensed accesses was for a driveway at the western end of the paved parallel roadway within the corridor at the southeastern boundary of the developer’s property. The other licensed access, the developer asserted, was for a dirt road that extended approximately 225 feet west from the end of the paved parallel roadway to the southwestern boundary of the developer’s property.</li> <li>5. The developer indicated that the license for the southeastern access was granted in 1994 by the Durango and Rio Grande Western Railroad to Paul and Ceila Nieslanik. The developer also asserted that the license for the dirt road access to the southwestern boundary of the property was granted by RFTA in 2007 to Karen Crownhart, John Nieslanik Investment, LLC, and Cecil Nieslanik Bypass Trust (hereinafter the Licensee).</li> <li>6. To substantiate that there were two distinct parcels involved in the recent purchase, the developer distributed Warranty Deeds pertaining to 295 and 297 Rio Grande Avenue, Carbondale, CO, conveying the properties on January 31, 2017, from Paul and Ceila Nieslanik and Kelly and Karen Crownhart, respectively, to Pacifica Senior Living RE Fund, LLC. For reference, 295 Rio Grande Avenue is the eastern parcel and 297 Rio Grande Avenue is the western parcel.</li> <li>7. The developer also provided copies of Town of Carbondale 1993 Ordinances 17 and 18, approving the annexation of the property owned by Paul and Ceila Nieslanik and approving the Nieslanik Mini-PUD, respectively.</li> </ol>

8. Provision number 3 of Ordinance 18 approving the Mini-PUD stated, "The applicants shall provide the Town with written documentation establishing that the Denver & Rio Grande Western Railroad has amended its access agreement with the applicants to provide for access for the proposed mini-storage use acceptable to the Town. Such documents shall be provided to the Town before any building permit may be issued."
9. Because the D&RGW access license in effect at the time of the annexation and Mini-PUD approval was issued in 1976 to Paul Nieslanik, John F. Nieslanik, and Robert R. Nieslanik, Box 122 Carbondale, Colorado 81623, Paul & Ceila Nieslanik were subsequently granted, in 1994, a license for their access by the D&RGW.
10. A copy of the Nieslanik PUD Site Plan attached to Ordinance 18 indicated that the mini-storage use was to be constructed on the eastern 1.52-acre parcel, or 295 Rio Grande Avenue. This parcel was annexed into the Town by means of Ordinance 17.
11. In the developer's written appeal, dated June 2, 2017, it states, "For decades, 295 Rio Grande Lane and 297 Rio Grande Lane have been served by separate access drives off of Rio Grande Lane. From Second Street, Rio Grande Lane is paved for approximately 200 feet to the boundary of 295 Rio Grande Lane. At this point, the historic access to 295 Rio Grande Rio Grande Lane turns off to the north. The historic access to 297 Rio Grande Lane continues on a graveled roadway for an additional 225 feet to the west. (See Exhibit A, Survey). This historic roadway is in place and in use today (See Exhibit B, 2015 Aerial Photo) and has been in use for over 25 years (See Exhibit C, 1993 aerial Photo). RFTA has recognized that the access provided to 297 Rio Grande Lane is separate and distinct from the access provided to 295 Rio Grande Lane. (See Exhibit D, 2007 Access License for 297 Rio Grande).
12. At the June 8, 2017 Board meeting, Mike Hermes, Director of Property, Trails, and Facilities, who issued the 2007 license to the Licensee (see # 5, above), said that the license he issued in 2007 was for the existing access, i.e. the approved access licenses issued by the D&RGW to the Nieslaniks in 1976 and 1994, and not for the dirt road access.
13. A quorum of the Board was lost before the discussion regarding the appeal was concluded, so the appeal was continued to the July 12, 2017 meeting.

**Following is additional information provided by staff supporting its decision to deny the developer's request for an access license at a new location on the developer's property:**

- A. Staff agrees with the developer that the 1994 access license granted by the D&RGW to Paul and Ceila Nieslanik was for the southeastern access at the western end of the paved parallel access road within the railroad corridor. This is verified by Exhibit 1 from the 1994 D&RGW Private Way License (attached below) which, in the legend, associates the license to Mile Post (MP) 373 + 525 feet (or MP 373.1 according to RFTA's survey)
- B. If, as the developer asserts, the dirt road access for 297 Rio Grande Lane was in existence for decades, and can be seen in an aerial photo from 1993 (see # 10, above), a year prior to the 1994 amended license issued by the D&RGW Railroad to Paul and Ceila Nieslanik, why wasn't the dirt road also licensed by the D&RGW Railroad in 1994 or previously? Staff believes the reason is that this dirt road was an informal unlicensed access that allowed the Nieslaniks to move cattle and farm equipment on and off the corridor.
- C. RFTA was assigned the Rio Grande Railroad Corridor by RFRHA in 2001 and it inherited all of the licenses previously granted by the D&RGW. Since there was not a preexisting license for the dirt road access and no license for it was requested after RFTA took ownership of the corridor, there is currently no license for it.
- D. Staff strongly disagrees that the 2007 license issued by RFTA to the Licensee (see # 5 above) was for the dirt road access located at the southwestern boundary of the

developer's property, identified as 297 Rio Grande Lane. In correspondence from Mike Hermes to Karen Crownhart, dated on or about July 31, 2007, it appears that Ms. Crownhart had related that the property owned by Paul and Ceila Nieslanik was going to be subdivided and that she wanted to have a separate access license for her parcel. Mr. Hermes stated that the subject parcel currently had an access license with the D&RGW for a crossing at 2<sup>nd</sup> Street and that her request for a new access license would be considered an existing use. Mr. Hermes said he would grant Ms. Crownhart two new access licenses in RFTA's name for **a crossing** (singular) at 2<sup>nd</sup> Street, once the lot split was completed and the created parcels had unique addresses (see Exhibit 2, below).

- E. In 2007, Mr. Hermes issued the Licensee (see # 5 above) a new access license and referenced the access license to Contract No. MP373.18. Although the Licensee address was listed as 297 Rio Grande Lane, the access license didn't pertain to the mailing address (just as the 1976 license granted to the predecessors didn't pertain to Box 122, Carbondale, Colorado), it pertained to the Contract MP reference number and, more specifically, to the following language:

"WITNESSETH, that RFTA, for and in consideration of the covenants and agreements of the Licensee contained herein and upon the terms and conditions stated, hereby licenses and permits and use of a non-exclusive access road ("Access Road") within RFTA's Railroad Corridor ("Corridor"), the Corridor being 100 feet wide, that is to say 50 feet on each side of the center line of the railroad tracks, adjacent to the Licensee's property. The Access Road is more particularly described as a **20 foot-wide driveway (driving surface) known as 2<sup>nd</sup> St.** in Carbondale, Colorado.

- F. There are a number of issues related to Mr. Hermes' correspondence with Ms. Crownhart and the 2007 Private Access License that require further examination and explanation, as follows:
1. In Mr. Hermes' correspondence with Ms. Crownhart, he stated that the parcel had an existing access license with the D&RGW and that her request for a new license would be considered an existing use. The 1994 D&RGW license was for the access at MP 373.1, which is at southeaster boundary of the subject property and the western end of the paved parallel roadway in the railroad corridor.
  2. The dirt road access, some 225 feet to the west of MP 373.1, was not licensed by the D&RGW and, therefore, could not be considered a licensed existing use.
  3. Nowhere in Mr. Hermes' correspondence was there mention of granting an access license for the western dirt road access, or about extending the paved road further to the west.
  4. The 2007 license is for a 20 foot-wide driveway (driving surface) known as 2<sup>nd</sup> St., not for 9 – 17 foot-wide dirt road.
  5. Rio Grande Lane was in existence in 2007 and was not known as 2<sup>nd</sup> St. in Carbondale, Colorado.
  6. The 2007 license Contract No. MP 373.18 is further to the east even than MP 373.1 which was the D&RGW's 1994 reference for the Nieslanik's driveway at the western end of the paved parallel roadway within the railroad corridor.
  7. The license issued by Mr. Hermes to the Licensee was issued before RFTA's survey of the corridor was completed. Consequently, RFTA staff did not have accurate MP reference points. As early as 2001, RFTA staff had identified the 1976 D&RGW Private Way License issued to Paul Nieslanik, John F. Nieslanik, and Robert R. Nieslanik, Box 122 Carbondale, Colorado 81623 (predecessors to the 1994 D&RGW license issued to Paul and Ceila Nieslanik) as pertaining to MP 373.17. Subsequently, following the survey, and based on the 1994 D&RGW

	<p>exhibit to the Private Way License, it was determined that this access reference should actually be MP 373.1.</p> <p>8. Whether the access licenses granted by the D&amp;RGW and RFTA to the Nieslaniks and their successors pertained to MP 373.1 (correct), MP 373.17 (incorrect), or MP 373.18 (incorrect), it is clear that none of the access licenses issued by the D&amp;RGW or RFTA pertained to MP 373.07, which is where the unlicensed dirt road accesses the southwestern property line boundary of 297 Rio Grande Avenue.</p> <p><b>CONCLUSION:</b></p> <ul style="list-style-type: none"> <li>✓ Staff has agreed to issue a license to the developer for the existing paved access for which there are two existing licenses belonging to previous property owners.</li> <li>✓ The developer is proposing to extend the paved portion of Rio Grande Lane and utilize more of the right of way in a constrained area of the Railroad Corridor.</li> <li>✓ Staff believes the developer is erroneously asserting that the informal dirt road used for farming activities is licensed. Mike Hermes, Director of Facilities, Property, and Trails, issued the second license to the property owner and knows that the license was for the paved access and not the informal dirt road farm access.</li> <li>✓ Staff recommends that RFTA Board of Directors not vote to reconsider or overturn staff's decision to deny the relocation and extension of the current paved access.</li> </ul>
<p><b>Background Info:</b></p>	<p><b>Excerpts from the 2005 Access Control Plan Currently in Effect:</b></p> <p><b>3.0 Authority.</b>  The Roaring Fork Transportation Authority Board of Directors, hereinafter "Board", is vested with the authority to review, approve, conditionally approve and disapprove applications for construction, reconstruction, realignment, consolidation, and modification of railroad corridor crossings. The Board's authority emanates from intergovernmental agreements, adopted pursuant to the Rural Transportation Authority Act, Section 43-4-601, et seq. Although the overriding policy is to preserve the corridor for the return of rail, or other transit systems, the current plan emphasizes trail use.</p> <p><b>17.0 C. RFTA Review Process for Private Crossings.</b> The following review procedures shall apply to applications for private corridor crossings (i.e., new crossings and consolidations). For public crossing application procedures, please refer to the PUC.</p> <ol style="list-style-type: none"> <li>1. The RFTA Director of Trails shall review the applications submitted as per Section 17.0 (A) based on the approval criteria in Section 17.0 (B).</li> <li>2. The RFTA Director of Trails shall prepare an administrative determination that approves or denies an application for a private corridor crossing.</li> <li>3. The applicant may appeal the decision of the RFTA Director of Trails by filing an appeal of the administrative determination in writing, to the Board.</li> <li>4. If the Board decides to address the ruling, the Board will inform the appellant of a hearing to be scheduled at the next Board meeting.</li> </ol>



(The Board may refuse to make any exception.)

5. In order for hearing standards to go outside of the Plan (exceptions), the Standards are as follows:
  - a. The proposed crossing will protect the railroad corridor for future transit;
  - b. The proposed crossing will not interfere with conservation or trails values; and
  - c. The proposed crossing is a unique situation and will cause extreme hardship if not approved. (NOTE: Extreme hardship means more than economic loss or diminution of value).
  - d. The landowner/entity will be financially responsible for all future upgrades of the crossing to meet the requirements of future transit systems in the corridor.
6. If the ruling on the crossing will set a precedent, the Board must attempt to amend the Access Plan so that the ruling is evenly applied.

Other relevant 2005 ACP policies regarding private crossings are as follows:

#### 8.0 New Crossings Defined.

A “new crossing” means a new railroad corridor crossing by a public street, private drive, trail, utility, or similar facility approved by RFTA or the PUC (as applicable), which did not exist prior to the effective date of this Policy, that is June 24, 1999.

- A. **Permit for Consolidation.** The applicant shall receive a permit for consolidating crossings, in accordance with Section 17.0. PUC approval is required for public crossings and RFTA approval is required for private crossings.
- B. **Restriction on New Crossings to Serve New Parcels or Lots.** No new at-grade crossings will be permitted to serve any new parcels or lots. “New” means the lot or parcel that was created (i.e., by plat or deed) after the effective date of this Policy. New at-grade crossings may be permitted to provide access to lots or parcels created prior to the effective date of this Policy if no other access is available.
- C. **Denial of Private Crossing.** RFTA retains the right to deny a private crossing request.

#### 12.0 Consolidation of Crossings.

RFTA encourages consolidation of existing crossings whenever practicable. RFTA may require consolidation of private crossings (i.e., a private crossing with another private crossing; or a private crossing with a public crossing) when a new crossing is proposed adjacent to one or more existing crossings under the same ownership or control; or when an opportunity for consolidation exists through a land division,

joint railroad/other transportation improvements, or proposed site development. Private crossings shall be consolidated when the criteria in subsections A through E, below, are met. (The criteria may also be used in recommending the consolidation of public crossings, subject to PUC approval.)

- A. **Site Feasibility.** Consolidation is feasible based on-site topography, existing parcel configuration and use, right-of-way, and property ownership; or can be made feasible through reasonable requirements (e.g., lot line adjustments, dedication of right-of-way, easements, grading, or other improvements).
- B. **Out of Direction Travel.** The out-of-direction travel, which would result, is a reasonable trade-off for the safety benefit to be gained from the consolidation.
- C. **State Highway 82.** Consolidation would not adversely impact operation or safety of State Highway 82. Access consolidations that affect Highway 82 shall also be subject to review and approval by the issuing authority as defined in the State Highway Access Code (Volume 2, CCR 601-1).
- D. **Consistency with City and County Standards.** Access consolidations that require city or county land use approval, or require a street access permit from a local jurisdiction, shall also be subject to review and approval by the applicable local jurisdiction(s). See also, subsection C, above.
- E. **Consistency with Conservation Covenants.** Existing crossings shall be consolidated so long as the trail, open space, recreational, parks, and wildlife uses and values will not be impaired.
- F. **Permit Required.** The owner shall obtain a permit in accordance with Section 17.0.

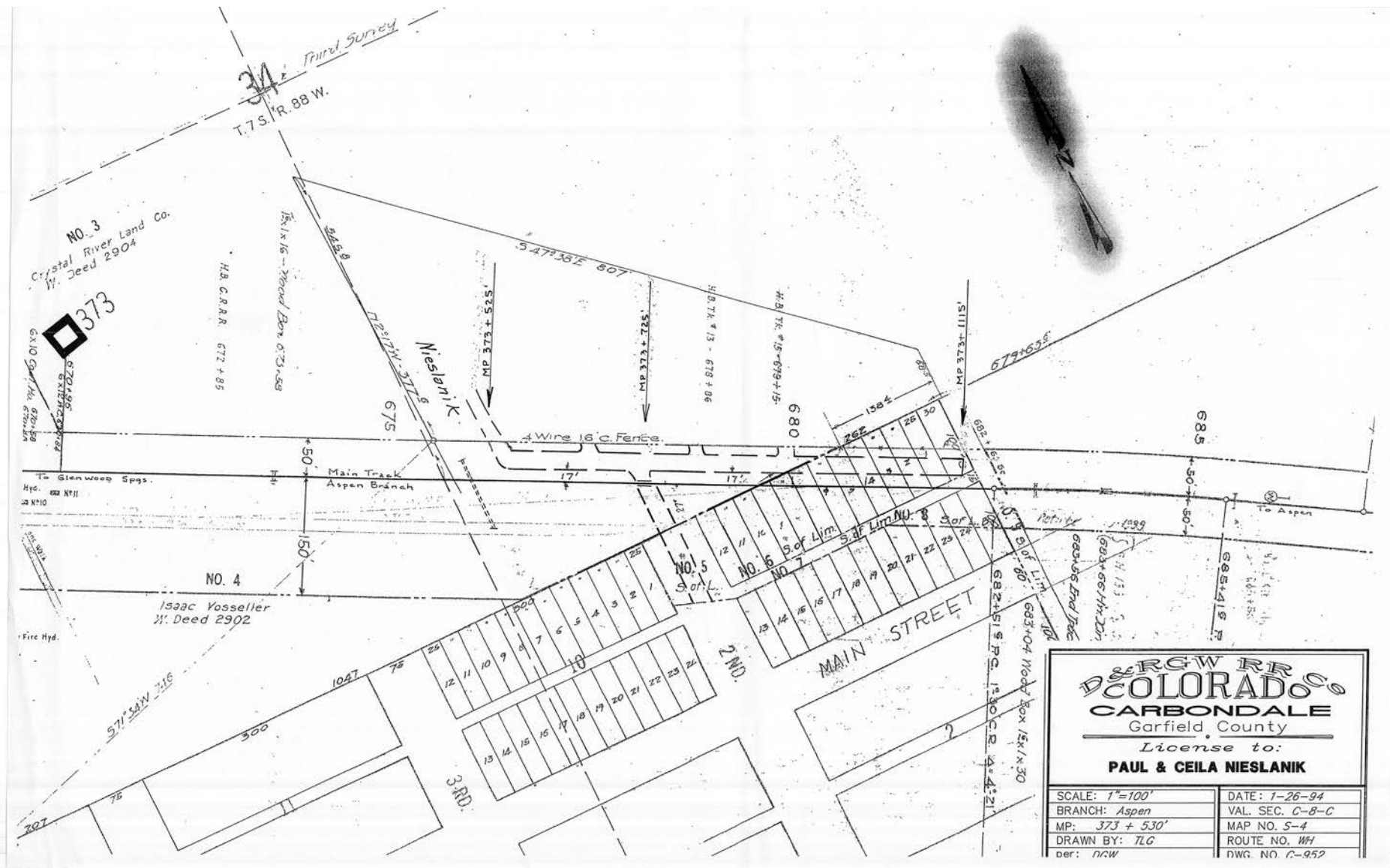
#### 15.0 Closure of Crossings and Alternatives to Closure

RFTA shall have the authority, per existing license agreements and easements (as applicable), to close private crossings. In order to further the public health, safety, and welfare, RFTA will work cooperatively with property owners to identify options and alternatives to closure; e.g., crossing realignment, relocation, consolidation, grade separation, conditions on type of access, and similar measures, as appropriate. RFTA will also work cooperatively with the PUC and local governments to resolve conflicts related to public crossings.

#### 16.0 Policy and Design Standards for New Crossings.

As a general policy, RFTA seeks to minimize the number of railroad corridor crossings to ensure the safe and efficient operation of the future transit system and to avoid adverse impacts to the open space, trail, recreational, parks and wildlife uses and values of the corridor. New crossings generally are prohibited, except that they may be allowed for public street crossings when approved by the CPUC. New public crossings will be granted only if the landowner/entity will be financially responsible for providing safety improvements, possibly including grade separated crossings, should transit return. In special circumstances, private crossings may be approved by RFTA when property access cannot reasonably be provided by an existing permitted crossing or another route and the pertinent land use authority has approved the lot. Being exempt from subdivision regulation shall not automatically indicate an approved lot. Crossings may be improved either as part

	<p>of a general railroad improvement initiated by RFTA, or by separate proceedings. RFTA shall review and approve the materials to be used and specifications for all construction, in accordance with this Policy.</p>
<b>Policy Implications:</b>	<p>RFTA Board End Statement 1.1.C. states, "Rio Grande Corridor is preserved for transit use."</p>
<b>Fiscal Implications:</b>	<p>If the relocation and extension of the existing paved access is approved by the Board, there may be future potential costs to the Senior Living Facility and/or RFTA for removal of the parallel access road, if the right of way is required for a future mass transportation system.</p>
<b>Attachments:</b>	<p>Staff plans to distribute a number of additional exhibits prior to the July 13<sup>th</sup> meeting, as well as copies that will be available at the meeting.</p> <p>Please see the following documents included in the July 2017 RFTA Board Meeting Portfolio.pdf, attached to the e-mail transmitting the Board Agenda packet.</p> <ol style="list-style-type: none"> <li>1. "2005 Access Control Plan.pdf"</li> <li>2. To review the appeal, please see "20170602 Appeal of Staff Decision – 1.pdf,"</li> </ol>



**Exhibit 1**  
**D&RGW map depicting 1994 access license issued to Paul and Ceila Nieslanik**

## Exhibit 2



To: Karen Crownhart  
Re: access to lots on Rio Grande Lane.

Karen,

As per our conversation July 31<sup>st</sup> 2007 it is my understanding that you are attempting to sub divide your parcel on Rio Grande Lane into two parcels for redevelopment. Since this parcel currently has an access license with the Denver Rio Grande railroad for a crossing at 2<sup>nd</sup> street and is considered an existing use, RFTA will grant you two new access licenses for a crossing at 2<sup>nd</sup> street in RFTA's name once the lot split is complete and the newly created parcels have unique addresses. If you need any other information or have additional questions please contact me at my office.

Regards,

Michael Hermes  
Director of Properties  
Roaring Fork Transportation Authority  
(970) 948-1302

**RFTA BOARD OF DIRECTORS**  
**“CONSENT” AGENDA SUMMARY ITEM # 8. A.**

<b>Meeting Date:</b>	July 13, 2017
<b>Agenda Item:</b>	Potential By-Laws Amendment to Permit RFTA Board Members, Alternates, or Elected Official Designees to Attend RFTA Board Meetings Via Telephone and/or Video Conferencing in Special Circumstances
<b>POLICY #</b>	<b>By Laws: Section 6.07. Quorum</b>
<b>Strategic Goal:</b>	<b>N/A</b>
<b>Presented By:</b>	Paul Taddune, General Counsel
<b>Recommendation:</b>	Discuss whether to amend the By-Laws to permit RFTA Board Members, Alternates, or Elected Official Designees to attend RFTA Board meetings via telephone and/or video conferencing in special circumstances
<b>Core Issues:</b>	<p>Section 6.07 of the RFTA By-Laws states:</p> <p style="padding-left: 40px;">Section 6.07. <b>Quorum.</b> At meetings of the Board of Directors at least two thirds of the Directors then in office who are eligible to vote therein shall be necessary to constitute a quorum for the transaction of business. If a quorum is present, action by 2/3 majority of Directors present and eligible to vote shall be the act of the Board of Directors, unless the act of a greater number is required by the I.G.A. or applicable law.</p> <ol style="list-style-type: none"> <li>1. RFTA has a 2/3rds supermajority requirement to achieve a quorum for Board meetings. To adopt the Rio Grande Railroad Corridor Comprehensive Plan, a unanimous vote of the seven original constituent members of the Roaring Fork Railroad Holding Authority is required. A 2/3rds affirmative vote is also required to adopt routine resolutions of the Board.</li> <li>2. This relatively high threshold for a quorum and to adopt Board resolutions, can be problematic when representatives from three or more RFTA jurisdictions are unable to attend Board meetings.</li> <li>3. While Board meetings have rarely been cancelled due to a lack of a quorum, it has happened on several occasions.</li> <li>4. Cancelling Board meetings could be detrimental if there are time-sensitive Board actions required</li> <li>5. Staff proposes that the Board amend its By-Laws to permit Board Members, Alternates, or Elected Official Designees to participate in RFTA Board meetings via telephone or video conferencing in special circumstances, as follows: <ol style="list-style-type: none"> <li>a. When there is one or more time-sensitive Action Item(s), which in the judgment of the Board Chair and CEO, would potentially cause harm to RFTA and/or the public if not acted on at a meeting for which there would not be a quorum of Board representatives from RFTA jurisdictions in attendance.</li> <li>b. When there is one or more time-sensitive Action Item(s) and a quorum cannot be achieved, Board members who cannot attend the meeting, but</li> </ol> </li> </ol>

	<p>who could participate via telephone or video conference, must have a legitimate reason for not attending the meeting.</p> <p>c. When there is a quorum in attendance at RFTA Board meetings, other Board members, Alternates, or Elected Official Designees cannot participate in the meeting via telephone or video conferencing unless a vote of greater than a 2/3rds majority is required.</p> <p><b>Recommendation:</b></p> <p>Staff is in favor of amending the By-Laws to permit Board Members, Alternates, or Elected Official Designees to participate in RFTA Board meetings, when a quorum or the necessary majority for adopting Board resolutions cannot be achieved.</p>
<p><b>Policy Implications:</b></p>	<p>Special circumstances may occur, which may require Board Members, Alternates, or Elected Official Designees to participate in Board meetings via telephone or video conferencing. Otherwise, the Board meeting would need to be cancelled. When scheduled meetings are cancelled, it can be inconvenient for the public and disruptive for those planning to appear before the Board. When there are time-sensitive agenda items that must be postponed, it could potentially cause harm to RFTA and the public.</p>
<p><b>Fiscal Implications:</b></p>	<p>None anticipated.</p>
<p><b>Attachments:</b></p>	<p>No.</p>

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

<b>Meeting Date:</b>	July 13, 2017
<b>Agenda Item:</b>	Integrated Transportation System Plan (ITSP) and Upper Valley Mobility Study (UVMS) Update
<b>Policy #:</b>	4.2.1: Board Job Products
<b>Strategic Goal:</b>	Complete Stages 3 and 4 of Phase I of the Regional Integrated Transportation System Plan (ITSP)
<b>Presented By:</b>	Ralph Trapani, Parsons Transportation Group (PTG)
<b>Recommendation:</b>	Discuss progress of the ITSP and the UVMS and provide comments
<b>Core Issues:</b>	<p>The Consultant Team and RFTA continue to develop scopes and conceptual cost estimates for the various service and capital alternatives that emerged as long-term priorities during Stage 1 (Visioning) and Stage 2 (Determine Future Needs). These alternatives will be packaged into as many as three sets of integrated, multimodal system plan alternatives. We intend to have these alternatives ready for review at the RFTA Board Retreat.</p> <p>The Consultant Team completed the Upper Valley Mobility Study in June. Parsons’ recommendation is a Phased Bus Rapid Transit Alternative. This alternative supports the LRT vision, and can be implemented at a much lower cost, can be phased, and reduces the incidence of passenger transfers at Brush Creek (compared to LRT). Moreover, some initial phases can begin within the next two years, contingent on a potential award of FTA Low or No Emissions (LowNo) Funding, which is anticipated to be announced in November 2017. RFTA applied for \$3.4 million in LowNo funds to establish an 8-bus pilot battery electric bus program.</p> <p>Regardless of the outcome of this highly competitive program ,RFTA will need to secure additional, long-term funding to replace its 100-bus fleet at 12-year and/or 500,000 mile intervals, as recommended by FTA; and to achieve public demands for safe, reliable transportation as regional population and employment growth continues.</p> <p>Over the next several months, RFTA intends to assess the electorate’s perception of RFTA and its views on transportation priorities. The results of this statistically informal snapshot of community perception, consisting of a 10-question telephone survey and stakeholder interviews, will be presented at the Board Retreat in September.</p>
<b>Background Info:</b>	<p>RFTA and Parsons Transportation Group have completed Stage 1 of the ITSP: <b>Define the Vision</b> and Stage 2: <b>Determine Future Needs</b>. We are now in Stage 3: <b>Analyze Options</b>.</p> <p>Based on the outreach efforts of Stage 1 and the forecasted needs of Stage 2, RFTA and PTG have developed a list of proposed service and capital alternatives to consider for evaluation in Stage 3, to be packaged into as many as three sets of integrated, multimodal system plan alternatives.</p> <p>These alternatives include potential BRT or fixed guideway options for State Highway 82 between Aspen and Brush Creek. The Elected Officials Transportation Committee (EOTC) recognized that these transportation issues required significantly more study</p>



	<p>than the ITSP envisioned, so the EOTC created an additional budget and scope for Upper Valley Mobility Study (UVMS). The UVMS was completed in June and presented to the EOTC on June 15.</p> <p>Both BRT and LRT alternatives developed in the UVMS are being incorporated into the ITSP.</p>
<b>Policy Implications:</b>	<p>Board Job Products Policy 4.2.1. A. &amp; B. states, “The Board is the link between the “ownership” and the operation organization. The Board will assess the needs of the ownership as they relate to RFTA’s activities and scope of influence, and will develop Ends policies identifying the results RFTA is to produce to meet those needs. The Board will inform the ownership of the organizations expected future results, and its present accomplishments and challenges.”</p>
<b>Fiscal Implications:</b>	<p>In 2016, RFTA budgeted a total of \$560,000 for Stages I and II of the ITSP, and \$494,000 budgeted for the Upper Valley Mobility Study, funded by the EOTC.</p> <p>Phase I of the ITSP has 4 stages:</p> <ol style="list-style-type: none"> <li>1. Define the Vision</li> <li>2. Determine Future Needs</li> <li>3. Analyze Options</li> <li>4. Develop Financial Sustainability/Financing Plan</li> </ol> <p>Phase I, Stages 1 and 2 were completed in early 2017; Stage 3 and possibly Stage 4 will be completed by end of 2017.</p> <p>Phase II of the ITSP will be the implementation phase, assuming the Board decides to move forward with any of the preferred multi-modal transportation alternatives identified in Phase I.</p>
<b>Attachments:</b>	<p>Yes, please see RFTA Board July 2017 ITSP.pdf, which summarizes outcomes to date and introduces the community survey, included in the July 2017 Board Meeting Portfolio.pdf attached the e-mail transmitting the Board Agenda packet.</p>

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

<b>Meeting Date:</b>	July 13, 2017
<b>Agenda Item:</b>	Grand Avenue Bridge Project Update
<b>Policy #:</b>	<b>4.2.5: Board Job Products</b>
<b>Strategic Goal:</b>	<p><b>Organizational:</b> Successfully implement Grand Avenue Bridge Replacement project transit mitigation plan</p> <p><b>Operations:</b> Continue to update transit mitigation plans for the Grand Avenue Bridge replacement</p>
<b>Presented By:</b>	Kelley Collier, Chief Operating Officer
<b>Recommendation:</b>	FYI – For discussion purposes since, as reported to the RFTA Board at the May 11 meeting, the revised plan is anticipated to impact the 2017 RFTA budget to a greater extent than originally estimated.
<b>Core Issues:</b>	<p><b><u>Operations:</u></b></p> <ul style="list-style-type: none"> <li>• Route schedules have been finalized, printed, and distributed.</li> <li>• There are currently 174 CDL Operators on staff <ul style="list-style-type: none"> <li>○ 8 are Relief Supervisors that will be supervising full time during the detour</li> <li>○ 165 Operators will be needed at the onset of the GAB mitigation service to cover scheduled routes, additional GAB service, Maroon Bells service, and Music Associates of Aspen (MAA) service (runs until August 18<sup>th</sup>)</li> <li>○ Extra-board operators will be needed to cover minimal vacation slots and any additional operator absences as well as possible back-up service shifts, depending on ridership demands</li> </ul> </li> </ul> <p><b><u>Facilities:</u></b></p> <ul style="list-style-type: none"> <li>• The Facilities Department has been finalizing park and ride plans and will shift staffing schedules and locations to support the additional facilities and increased ridership. RFTA will be supplying and installing fencing, poles, signs, and bike racks in early August.</li> <li>• Additional Parking <ul style="list-style-type: none"> <li>○ <b>Parachute:</b> Staff has finalized the land lease agreement in South Parachute to support parking for 50 vehicles and 8 bicycles</li> <li>○ <b>Rifle:</b> Garfield County has agreed to allow bus operations at the Rifle Fairgrounds temporarily with 100 spaces and potential increased capacity as needed and 24 bicycles</li> <li>○ <b>Silt:</b> Staff has finalized a land lease agreement for utilization of a parcel on Silver Spur in east Silt near the existing Co-op bus stop on SH 6 to allow for parking of 50 additional vehicles and 8 bicycles</li> <li>○ Additional bicycle storage capacity in Silt at the Firehouse stop (16 spaces), New Castle Main and 6<sup>th</sup> stop (16 spaces), and Glenwood Springs at the Amtrak Station stop (24 spaces)</li> </ul> </li> <li>• Current Parking: <ul style="list-style-type: none"> <li>○ <b>Rifle Metro Park:</b> 50 spaces in close proximity to the bus stop, additional capacity farther out and 8 bicycles</li> <li>○ <b>New Castle:</b> At this time, the existing Park and Ride has capacity to support about 50 additional cars during the transit mitigation, 64 total parking spaces and 16 bicycles</li> </ul> </li> </ul>

	<p><b><u>Vehicle Maintenance:</u></b></p> <ul style="list-style-type: none"> <li>• The Vehicle Maintenance Department will move all extra buses (15-20) to Glenwood during the GAB Project. <ul style="list-style-type: none"> <li>○ The Glenwood Maintenance Facility (GMF) will be fully staffed initially. Because of the additional vehicles assigned from the GMF and parking layout needed to accommodate the higher service levels, there may need to be additional shifts assigned as overtime</li> <li>○ Due to tight space constraints within the shop in Glenwood, heavy repairs will be done at the Aspen facility. That will require vehicle exchanges between the shops. Additional overtime shifts may be assign in the Aspen shop to facilitate the exchanges and repairs</li> <li>○ Vacations have been suspended to ensure that there is the maximum number of employees available</li> <li>○ Outside vendors are available to assist with any engine and transmission issues allowing Maintenance to focus on daily bus related problems and maintenance</li> </ul> </li> </ul>
<b>Background Info:</b>	The Grand Avenue Bridge Project will have temporary impacts to RFTA regional bus routes and bus schedules.
<b>Policy Implications:</b>	Board Job Products Policy 2.4.5 states, “The Board will approve RFTA’s annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy).”
<b>Fiscal Implications:</b>	The Elected Officials Transportation Committee (Aspen, Snowmass Village, and Pitkin County) committed to providing <b>\$335,000</b> to RFTA to fund the transit mitigation plan for the anticipated 3-month Grand Avenue Bridge closure at 5 day/week service. The RFTA Board approved an additional allocation of <b>\$146,000</b> in the 2017 budget to provide 7 days/week service for the full 117 day fall season for a total cost of <b>\$481,000</b> . Garfield County contributed <b>\$25,000</b> to help fund a portion of the mitigation operating costs as well. Staff will be reaching out to other funding partners to help share potential cost overruns.
<b>Attachments:</b>	Yes, please see “RFTA GAB Service Plan – Brochure.pdf” and “Park and Ride Exhibits.pdf” included in the July 2017 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the Board Agenda packet.

**RFTA BOARD OF DIRECTORS MEETING**  
**“PUBLIC HEARING” AGENDA ITEM SUMMARY # 9. A.**

<b>Meeting Date:</b>	July 13, 2017
<b>Agenda Item:</b>	Second Reading: Rio Grande Railroad Corridor Access Control Plan Update
<b>Policy #:</b>	1.1: The Rio Grande Corridor is Appropriately Protected and Utilized
<b>Strategic Goal:</b>	Complete all sections of the updated Rio Grande Railroad Corridor Comprehensive Plan
<b>Presented By:</b>	Dan Blankenship, CEO Angela Henderson, Assistant Director, Project Management and Facilities Operations
<b>Recommendation:</b>	Steve Skadron, RFTA Board Member and Mayor of Aspen, provided his comments regarding the proposed 2017 ACP Update on 6/27/17. Staff is still reviewing Mayor Skadron’s comments and is planning to meet with him in the near future to discuss them with him. <b>Staff recommends that the 2<sup>nd</sup> Reading of the draft 2017 ACP Update be continued until the August 10, 2017 RFTA Board meeting. No new information has been provided below.</b>
<b>Core Issues:</b>	<ol style="list-style-type: none"> <li>1. 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.</li> <li>2. Elements of the CCP that should be updated on the 5-year cycle are: <ol style="list-style-type: none"> <li>a. <b>Access Control Plan (ACP):</b> 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.</li> <li>b. <b>Recreational Trails Plan (RTP):</b> The update will address the interim recreational trail, which was completed in 2008, as well as any changes to goals and policies.</li> <li>c. <b>Overview of Compliance with requirements of the GOCO Legacy Grant:</b> The overview will serve as a reset to bring actions taken on the corridor since the last update current with GOCO.</li> </ol> </li> <li>3. 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, but his/her vote would not be binding because New Castle was not a constituent member of RFRHA.</li> <li>4. At the April 13, 2017 meeting, the RFTA Board unanimously agreed to schedule the draft 2017 ACP Update for Second Reading at the May 11, 2107 meeting.</li> <li>6. As was reported at the April 13 meeting, RFTA’s railroad attorneys, William Mullins and Walter Downing performed a final review of the ACP in April and wrote letters, each with a recommendation they believed would strengthen the ACP document.</li> <li>7. Mr. Mullins recommended adding language similar to that which is contained in the City of Glenwood Springs’ 8<sup>th</sup> Street Easement Agreement to Section IV, 17.0 of the ACP as follows: <p style="margin-left: 40px;">Easements for public roadway crossings and utilities, which are conveyed by RFTA to jurisdictions shall contain the following provision:</p> </li> </ol>

**Railbanking Protection.** “Jurisdiction” acknowledges that RFTA's Corridor is not abandoned and is under the jurisdiction of the federal Surface Transportation Board. “Jurisdiction” further acknowledges that the Corridor is "railbanked" under the National Trails System Act, 16 U.S.C.§1247(d), so that RFTA is required to preserve the Corridor for future rail use. “Jurisdiction’s” improvements and use shall not interfere with RFTA's use of the Corridor for transportation, shipping, trail, and/or conservation purposes and that no disturbance or interference of said any such uses shall be allowed hereunder without the prior written approval of RFTA. This Easement shall not be deemed to give “Jurisdiction” exclusive possession of any part of the Easement area described, and nothing shall be done or suffered to be done by “Jurisdiction” at any time that shall in any manner impair the usefulness or safety of the Corridor or of any track or other improvement on the Corridor or to be constructed thereon by RFTA in the future. If RFTA in its sole discretion upon advice of legal counsel believes that an action permitted by this Easement has or will cause a severance of the Corridor from the UPRR main line, RFTA shall notify the “Jurisdiction” and RFTA and the “Jurisdiction” shall work together to revise this Easement to correct the potential severance or impediment to freight rail service. Only in the event no modification can be agreed upon, may RFTA terminate this Easement.

8. Mr. Downing recommended adding the following provision to Section V, 5.0, A:

Notwithstanding anything in this document to the contrary, 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.

9. The Board indicated that it was amenable to including the suggested revisions (above) of the ACP in the final draft of the ACP that is being presented for adoption at the May 11, 2017 Second Reading. That document, along with the Design Guidelines (DG) and the 2017 – 2005 ACP Comparison Matrix Revised 05-11-17, and other supporting documentation can be found under the heading of “ACCESS CONTROL PLAN UPDATE,” by following this link: <https://www.rfta.com/trail-documentation/> . **Note:** Inadvertently, three sections of the Table of Contents in the 02/28/17 draft ACP Update were omitted. These sections have been added to the Table of Contents and are highlighted in red font in the draft ACP copy posted on the RFTA website.

10. As was reported at the April 13, 2017 Board meeting, the major differences between the proposed 2017 ACP Update and the 2005 ACP Update are as follows:

- a. The 2017 ACP Update makes it clear that maintaining the corridor’s Railbanked status ***is of utmost importance*** in order to keep the 34-mile continuous railroad corridor intact.
- b. The 2017 ACP Update assures parties proposing public or private uses of the corridor that RFTA will endeavor to work cooperatively with them, consistent with the policies stated in the ACP and DG , to help them achieve their objectives in the most efficient and cost-effective manner possible, including collaborating with sponsors during the planning and design processes for their projects. Notwithstanding this assurance, the ACP also states that no action which, in the opinion of RFTA’s railroad engineers and attorneys,

would jeopardize the railbanked status of the railroad corridor will be approved.

- c. The 2017 ACP Update allows for the approval of public at-grade crossings that are consistent with RFTA's ACP and Design Guidelines (DG) if they will not preclude or unreasonably impair RFTA's ability to reactivate freight rail service or to activate commuter rail, subject to such terms and conditions as approved by the RFTA Board. Private at-grade crossings consistent with the ACP and DG can be approved by a terminable license agreement.
- d. The 2017 ACP Update states that if a grade-separated crossing is proposed before rail is active in the corridor, it should be constructed in accordance with RFTA's DG and be consistent with the ACP. However, the RFTA Board can grant a variance from the ACP and DG subject to an agreement to restore the corridor or remove any temporary impediment at such time that RFTA elects to reactivate freight rail service.
- e. The 2017 ACP Update states that if a public crossing is designed consistent with RFTA's DG or otherwise approved by the RFTA Board of Directors, RFTA will grant an easement to the project sponsor, subject to the approval of the RFTA Board of Directors and/or the CPUC. The easement, however, will be subject to the following reservation and such other terms and conditions as the RFTA Board, in its sole discretion, may determine at the time of issuance:

Should RFTA need to extend, modify, or relocate a crossing to accommodate the activation of freight or passenger rail service on the Corridor by RFTA, RFTA shall be entitled to do so as long as the extension, modification, or relocation does not substantially and materially interfere with the connectivity of the crossing after review and approval of plans detailing the extension, modification, or relocation by the public entity holding the easement, which approval will not be unreasonably withheld, and if applicable, approval by the CPUC. If the sole cause of the need for such extension, modification, or relocation is the needs of RFTA, such cost will be borne by RFTA if RFTA approves the project and costs thereof; it being understood that any funding for such a project is subject to appropriation of funding. If the public entity holding the easement should desire to extend, modify, replace, relocate, or remove the crossing to further its needs, then such cost shall be borne by the public entity. Any such extension, modification, relocation, or replacement or repair by the public entity shall only be made in accordance with plans prepared by the public entity and reviewed and approved by RFTA, which approval will not be unreasonably withheld, and approval by the CPUC, if CPUC jurisdiction is exercised. For extensions, modifications, or relocations that are jointly caused and will benefit both parties, the allocation of costs shall be by further agreement, or if no agreement, then as determined by the CPUC in a hearing.

Easements for public roadway crossings and utilities, which are conveyed by RFTA to jurisdictions shall contain the following provision:

**Railbanking Protection.** "Jurisdiction" acknowledges that RFTA's Corridor is not abandoned and is under the jurisdiction of the federal Surface Transportation Board. "Jurisdiction" further acknowledges that the Corridor is "railbanked" under the National Trails System Act, 16

	<p>U.S.C.§1247(d), so that RFTA is required to preserve the Corridor for future rail use. “Jurisdiction’s” improvements and use shall not interfere with RFTA’s use of the Corridor for transportation, shipping, trail, and/or conservation purposes and that no disturbance or interference of said any such uses shall be allowed hereunder without the prior written approval of RFTA. This Easement shall not be deemed to give “Jurisdiction” exclusive possession of any part of the Easement area described, and nothing shall be done or suffered to be done by “Jurisdiction” at any time that shall in any manner impair the usefulness or safety of the Corridor or of any track or other improvement on the Corridor or to be constructed thereon by RFTA in the future. If RFTA in its sole discretion upon advice of legal counsel believes that an action permitted by this Easement has or will cause a severance of the Corridor from the UPRR main line, RFTA shall notify the “Jurisdiction” and RFTA and the “Jurisdiction” shall work together to revise this Easement to correct the potential severance or impediment to freight rail service. Only in the event no modification can be agreed upon, may RFTA terminate this Easement</p> <p>e. The 2017 ACP Update states that access and increased connections to the trail should be encouraged to maximize use by, between, and among neighborhoods and communities.</p> <p>f. Unless an emergency exists, amendments of the ACP will require two readings by the RFTA Board of Directors prior to adoption and can only be adopted in the same manner that the ACP is adopted, i.e. by a unanimous vote of the seven original RFRHA member jurisdictions.</p> <p>g. Denials of crossing proposals can be appealed to the RFTA Board.</p> <p>11. The Design Guidelines (DG) are still undergoing a review by City of Glenwood Springs staff and will be included for review prior to the Second Reading of the draft ACP Update on May 11, 2017. The DG are considered advisory, as is other information included as Appendices to the ACP. Staff believes these documents should be allowed to be updated and revised as necessary without further action of the Board.</p> <p>12. Staff recommends that the RFTA Board approve the 2017 draft ACP Update on Second Reading with the proposed revisions recommended by William Mullins, Walter Downing, and staff.</p> <p>13. Following approval of the ACP, 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. 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>
<b>Policy Implications:</b>	Board End Statement 1.1 says, “The Rio Grande Corridor is Appropriately Protected and Utilized.”
<b>Fiscal Implications:</b>	Approximately \$150,000 has been budgeted in 2017 for the Comprehensive Plan Update and other corridor management-related tasks.
<b>Attachments:</b>	Yes, the Draft ACP Update Revised 05-11-17, a 2017 – 2005 ACP Comparison Matrix and the proposed Design Guidelines can be reviewed by following this link: <a href="https://www.rfta.com/trail-documentation/">https://www.rfta.com/trail-documentation/</a>

**RFTA BOARD OF DIRECTORS MEETING**  
**“GOVERNANCE PROCESS” AGENDA ITEM SUMMARY # 10. A.**

<b>Meeting Date:</b>	July 13, 2017
<b>Agenda Item:</b>	RFTA Board Strategic Planning Retreat
<b>Policy #:</b>	<b>4.3.2.A: Agenda Planning</b>
<b>Strategic Goal:</b>	<b>Update RFTA 5-Year Strategic Plan</b>
<b>Presented By:</b>	David Johnson, Director of Planning
<b>Recommendation:</b>	Please provide direction regarding: <ul style="list-style-type: none"> <li>• Potential Agenda topics</li> <li>• Retreat Agenda Board Subcommittee members</li> <li>• Input on facilitator selection and other issues and preferences</li> </ul>
<b>Core Issues:</b>	<ol style="list-style-type: none"> <li>1. According to the Board’s Agenda Planning Policy 4.3.1, “The Board’s annual planning cycle concludes on the last day of July, so that administrative planning and budgeting can be based on accomplishing a one year segment of long-term Ends,” however, the Board has generally opted to conduct its retreat earlier.</li> <li>2. Policy 4.3.2.A. states, “The annual (planning) cycle will start with the Board’s development of its agenda plan for the next year. The Board will identify its priorities for Ends and other issues to be resolved in the coming year, and will identify information gathering necessary to fulfill its role. This may include methods of gaining ownership input, governance education, and other education related to Ends issues, (e.g. presentations by futurists, advocacy groups, demographers, other providers, staff, etc.).</li> <li>3. Each year, the RFTA Board typically conducts a 7-hour Strategic Planning Retreat in lieu of the regularly scheduled June or July Board meeting. This year, it might be best to conduct the Retreat in September or October so that finalized service alternatives derived from the Integrated Transportation System Plan can be presented and discussed by the RFTA Board.</li> <li>4. Staff is seeking RFTA Board members to serve on the Board Retreat Subcommittee. Subcommittee members will work with the Board Chair to establish the topics and the agenda. Board input on the Retreat can be provided during the July or August Board meetings or through the Board Subcommittee.</li> <li>5. Staff also seeks input on selection of a facilitator.</li> </ol>
<b>Background Info:</b>	See Core Issues.
<b>Policy Implications:</b>	See Core Issues.
<b>Fiscal Implications:</b>	Budget for facilitation is approximately \$3,500
<b>Attachments:</b>	No.



**RFTA BOARD OF DIRECTORS MEETING**  
**“INFORMATION/UPDATES” AGENDA SUMMARY ITEM # 11. A.**

**CEO REPORT**

**TO:** RFTA Board of Directors  
**FROM:** Dan Blankenship, CEO  
**DATE:** July 13, 2017

**Chief Operating Officer – Kelley Collier, COO**

**Grand Avenue Bridge Transit Mitigation Outreach**

Staff attended the Glenwood Springs/CDOT Open House on June 27<sup>th</sup> to provide trip planning assistance for Grand Avenue Bridge travel options. Staff also hosted Valley View Hospital Café Hours to assist hospital staff with GAB mitigation planning. Staff will continue public outreach efforts to inform local residents and businesses of available transit services.

**Save the Date: Leadership Academy Graduation**

Please save the date for the RFTA Leadership Academy graduation ceremony on July 12<sup>th</sup> at 4:00pm in the downstairs meeting room at the Hotel Glenwood Springs. Please help celebrate this amazing accomplishment. Refreshments will be served following the ceremony.

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

The “07-13-17 Planning Department Update.pdf,” can be found in the July 2017 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the RFTA Board Agenda packet.



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

**2017 Actuals/Budget Comparison (May YTD)**

2017 Budget Year				
General Fund	May YTD			Annual Budget
	Actual	Budget	% Var.	
<b>Revenues</b>				
Sales tax (1)	\$ 6,714,779	\$ 6,557,357	2.4%	\$ 21,288,000
Grants	\$ 690,341	\$ 690,341	0.0%	\$ 3,628,703
Fares (2)	\$ 1,871,150	\$ 1,817,863	2.9%	\$ 4,869,000
Other govt contributions	\$ 1,460,053	\$ 1,457,288	0.2%	\$ 1,780,517
Other income	\$ 322,688	\$ 321,146	0.5%	\$ 614,940
<b>Total Revenues</b>	<b>\$ 11,059,011</b>	<b>\$ 10,843,996</b>	<b>2.0%</b>	<b>\$ 32,181,160</b>
<b>Expenditures</b>				
Fuel	\$ 654,539	\$ 687,086	-4.7%	\$ 1,408,112
Transit	\$ 8,200,745	\$ 8,434,624	-2.8%	\$ 20,685,734
Trails & Corridor Mgmt	\$ 141,386	\$ 142,509	-0.8%	\$ 471,720
Capital	\$ 1,410,743	\$ 1,410,725	0.0%	\$ 6,611,351
Debt service	\$ 662,405	\$ 662,404	0.0%	\$ 1,902,244
<b>Total Expenditures</b>	<b>\$ 11,069,817</b>	<b>\$ 11,337,349</b>	<b>-2.4%</b>	<b>\$ 31,079,161</b>
<b>Other Financing Sources/Uses</b>				
Other financing sources (3)	\$ -	\$ -	0.0%	\$ 1,330,900
Other financing uses	\$ (1,163,834)	\$ (1,163,834)	0.0%	\$ (3,372,285)
<b>Total Other Financing Sources/Uses</b>	<b>\$ (1,163,834)</b>	<b>\$ (1,163,834)</b>	<b>0.0%</b>	<b>\$ (2,041,385)</b>
<b>Change in Fund Balance (4)</b>	<b>\$ (1,174,640)</b>	<b>\$ (1,657,186)</b>	<b>29.1%</b>	<b>\$ (939,386)</b>

- (1) Sales tax revenue is budgeted and received 2 months in arrears (i.e. March sales tax is received and reflected in May).  
 (2) Through May, fare revenue is up by approx. 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 May 2016/2017 comparison of actual fare revenues and ridership on RFTA fare services:

Fare Revenue:	May-16	May-17	Increase/ (Decrease)	% Change
Regional Fares	\$ 1,796,374	\$ 1,855,604	\$ 59,230	3%
Advertising	\$ 9,479	\$ 15,545	\$ 6,066	64%
<b>Total Fare Revenue</b>	<b>\$ 1,805,853</b>	<b>\$ 1,871,149</b>	<b>\$ 65,296</b>	<b>4%</b>
Ridership on RFTA Fare Services:	May-16	May-17	Increase/ (Decrease)	% Change
Highway 82 (Local & Express)	343,377	358,007	14,630	4%
BRT	348,585	366,164	17,579	5%
SM-DV	42,460	43,023	563	1%
Grand Hogback	41,636	47,902	6,266	15%
<b>Total Ridership on RFTA Fare Services</b>	<b>776,058</b>	<b>815,096</b>	<b>39,038</b>	<b>5%</b>
Avg. Fare/Ride	\$ 2.31	\$ 2.28	\$ (0.04)	-2%

- (3) Approximately \$1.29 million has been budgeted as a transfer from the Capital Projects Fund assuming that RFTA issues the remaining bonding authority of \$7.1 million and reimburses the General Fund for this amount using bond proceeds. If RFTA does not issue bonds, then the budget will need to be amended to remove this transfer.  
 (4) Over the course of the year, there are times when RFTA operates in a deficit; however, at this time we are projecting that we will end the year within budget.

**RFTA System-Wide Transit Service Mileage and Hours Report**

Transit Service	Mileage May 2017 YTD				Hours May 2017 YTD			
	Actual	Budget	Variance	% Var.	Actual	Budget	Variance	% Var.
RF Valley Commuter	1,663,455	1,653,289	10,166	0.6%	75,650	75,161	490	0.7%
City of Aspen	242,496	242,289	207	0.1%	26,643	26,574	70	0.3%
Aspen Skiing Company	196,241	216,428	(20,187)	-9.3%	14,599	14,480	119	0.8%
Ride Glenwood Springs	50,625	49,894	731	1.5%	4,203	4,037	166	4.1%
Grand Hogback	88,344	88,239	105	0.1%	3,468	3,531	(63)	-1.8%
X-games/Charter	4,027	4,488	(461)	-10.3%	469	435	34	7.9%
Senior Van	6,922	8,347	(1,425)	-17.1%	1,068	811	258	31.8%
<b>Total</b>	<b>2,252,110</b>	<b>2,262,974</b>	<b>(10,864)</b>	<b>-0.5%</b>	<b>126,102</b>	<b>125,028</b>	<b>1,074</b>	<b>0.9%</b>

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

Service	May-16 YTD	May-17 YTD	# Variance	% Variance
City of Aspen	616,869	720,383	103,514	16.78%
RF Valley Commuter	1,083,050	1,088,581	5,531	0.51%
Grand Hogback	41,636	47,902	6,266	15.05%
Aspen Skiing Company	467,171	468,399	1,228	0.26%
Ride Glenwood Springs	79,663	74,365	(5,298)	-6.65%
Glenwood N/S Connector	195	-	(195)	N/A
X-games/Charter	29,440	28,265	(1,175)	-3.99%
Senior Van	1,658	1,794	136	8.20%
MAA Burlingame			-	N/A
Maroon Bells	-	-	-	N/A
<b>Total</b>	<b>2,319,682</b>	<b>2,429,689</b>	<b>110,007</b>	<b>4.74%</b>

**Subset of Roaring Fork Valley Commuter Service with BRT in 2017**

Service	YTD May 2016	YTD May 2017	Dif +/-	% Dif +/-
Highway 82 Corridor Local/Express	343,377	358,007	14,630	4%
BRT	348,585	366,164	17,579	5%
<b>Total</b>	<b>691,962</b>	<b>724,171</b>	<b>32,209</b>	<b>5%</b>

**2016 Financial Statement Audit – Schedule**

Date	Activity	Status
5/1/2017 – 5/5/2017	Start of Audit – auditors conducting onsite fieldwork	<b>COMPLETED</b>
6/20/2017	The Audit Report will be reviewed by the <b>RFTA Board Audit Subcommittee</b> . A meeting will be held at RFTA’s office (1340 Main Street in Carbondale) between the Audit Subcommittee, the auditor and staff to discuss the audit in detail.	<b>COMPLETED</b>
7/7/2017	Final Audit Report to be distributed to RFTA Board with July Board Packet	<b>COMPLETED</b>
7/13/2016	Final Audit Report acceptance by RFTA Board at July Board Meeting	<i>On schedule</i>

## 2018 RFTA Annual Budget – Preliminary Schedule

Date	Activity	Status
8/10/2017	Discussion/Direction/Action: Preliminary planning initiatives, assumptions and issues.	<i>On schedule</i>
9/14/2017	Presentation/Direction/Action: 1 <sup>st</sup> draft budget presentation	<i>On schedule</i>
10/12/2017	Presentation/Direction/Action: 2 <sup>nd</sup> draft budget presentation	<i>On schedule</i>
11/9/2017	Public Hearing: Final budget presentation and adoption	<i>On schedule</i>

## 2016 Financial Statement Audit – Schedule

Date	Activity	Status
5/1/2017 – 5/5/2017	Start of Audit – auditors conducting onsite fieldwork	<b>COMPLETED</b>
6/20/2017	The Audit Report will be reviewed by the <b>RFTA Board Audit Subcommittee</b> . A meeting will be held at RFTA’s office (1340 Main Street in Carbondale) between the Audit Subcommittee, the auditor and staff to discuss the audit in detail.	<i>On schedule</i>
7/7/2017	Final Audit Report to be distributed to RFTA Board with July Board Packet	<i>On schedule</i>
7/13/2016	Presentation of Final Audit Report at RFTA Board Meeting by Auditor	<i>On schedule</i>

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

### Facilities and Bus Stop Maintenance July 13, 2017 Capital Projects Update

#### Basalt Underpass:

The Basalt underpass is approximately 70% complete and the project should meet all of its major milestones.

- The following activities will begin the week of July 10<sup>th</sup>:
  - The final walls will be poured
  - Final paving operations will begin
  - The traffic light relocation work will begin
- The underpass should be open to pedestrian traffic by July 31<sup>st</sup>
- The project should be substantially completed by October 20<sup>th</sup>

#### Glenwood Springs Expansion Phase 1:

- The Glenwood Springs parking lot expansion project is essentially complete and will be available for use for the Grand Avenue bridge mitigation project. The project is substantially complete, on schedule and on budget
- Staff will no longer be reporting on this project unless there is some unusual occurrence during the project closeout phase

## Facilities, Rail Corridor & Trail Update RFTA Employee Housing

- The Main Street apartment complex in Carbondale, a 5 unit complex with 7 beds, is currently at **100%** occupancy.
- The Parker House apartment complex in Carbondale, a 14 unit complex with 24 beds unit, is currently at **96%** occupancy.
- RFTA's allotment of long-term housing at Burlingame in Aspen, consisting of four one-bedroom units, is currently at **97%** occupancy.
- RFTA Permanent employee housing is currently at **100%**.
- RFTA signed a master lease agreement with SKICO for 4, four bedroom summer seasonal units, similar to the lease RFTA has with Burlingame. The SKICO housing is currently at **86%**.
- 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 **80%** occupancy.

## 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 2017:

- 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 13<sup>th</sup> meeting and was successfully and unanimously passed. It will be on the July 13<sup>th</sup> agenda for continuation of a second 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 Rail 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.
- Once the process for the ACP is complete and the forms and review process has been finalized, staff will begin updating the rest of the Comprehensive Plan. We will begin with an update to the Recreational Trails Plan and then update the Executive Summary documents to bring back to the RFTA Board for review and direction.
- **Recreational Trails Plan Update** - Staff will begin working on the update for the Recreational Trails Plan sometime in 2017. Staff will be using the Pitkin County Rio Grande Trail Management Plan as the starting point for the update and will be inviting the public to participate in this process.
- **South Bridge – No new updates this month.**
- **8<sup>th</sup> Street Crossing Project by CDOT and the City of Glenwood Springs - No new updates this month.**

- **Covenant Enforcement Commission (CEC)** – The annual CEC meeting is usually held in November but this year’s meeting was held on **May 22<sup>nd</sup> from 6pm to 8pm**. The CEC was established as a result of an agreement between RFTA, 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. Staff, including the CEO and Paul Taddune, went to Denver and met with GOCO on June 21<sup>st</sup> to update GOCO on the CEC process and report and then discuss the opportunity for updates to the terms of the GOCO grant agreement. GOCO seemed open to further discussions. Updates will be provided on the process and direction from the RFTA Board as staff begins to work through areas of potential negotiation.



### 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](mailto:bmeredith@rfta.com) if you have any questions, comments and/or concerns regarding this process.
  - Funding is needed for an irrigation system, picnic areas, art installations, native landscapes, a Latino Folk Art Garden, and creating a Youth Art Park.
  - Staff is working with SGM (Glenwood Springs’ office) to design the Roll Zone portion of the ArtWay. Construction began!
    - A “single track” has been constructed (with the help of over 50 volunteers!) in the corridor adjacent to the asphalt from 8<sup>th</sup> St down to DeRail Park.
  - The public has been supportive and interested groups and businesses are signing up for participation.
  - DeRail Park planning and design is underway and a beautiful fence has been constructed to screen the industrial buildings behind the park.
    - Landscape and irrigation design is next up for DeRail Park.
- Staff is busy with trail season and keeping the trail safe is the primary goal.
  - Staff has been out on the trail picking up trash, trimming trees, clearing sightlines, and finding/pulling weeds.
  - Staff has been and will continue grinding the asphalt where there are root upheaval bumps.
- Staff continues to research and prepare for both 2017 and 2018 projects; which include cleaning debris from retaining walls, goats, revegetation, ArtWay projects, and bridge repair.
- The goats will be back out and munching weeds up and down the Rio beginning on August 20<sup>th</sup>.

The Rio Grande Trail is beautiful and busy. Please come out, enjoy the ride and feel free stop to say hello to Brett and Jud, they are doing an incredible job of keeping the Rio clean and safe.