

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

TIME: 8:30 a.m. – 10:30 a.m., Thursday, October 10, 2019

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

(This Agenda may change before the meeting.)

	Agenda Item	Policy	Purpose	Est. Time
1	Call to Order / Roll Call:		Quorum	8:30 a.m.
2	Executive Session:			
	A. Paul Taddune, General Counsel: Two Matters: 1) Pursuant to C.R.S. 24-6-402 4(l) Determining positions that may be subject to negotiations; developing strategy for negotiations and instruction negotiators: Possible acquisition of Glenwood Springs Maintenance Operations Center Property; and 2) Pursuant to C.R.S. 24-6-402(4)(b)(1) conferences with an attorney for the public body for the purposes of receiving legal advice on specific legal questions concerning potential and pending litigation: Michael Baker/RocSol Indemnification regarding Sos/Alpine Tire Legal Expenses	3.5.2.B.	Executive Session	8:31 a.m.
3	Approval of <u>Minutes</u>: RFTA Board Meeting, September 12, 2019, page 3		Approve	8:45 a.m.
4	Public Comment: Regarding items not on the Agenda (up to one hour will be allotted if necessary, however, comments will be limited to three minutes per person)		Public Input	8:50 a.m.
5	Items Added to Agenda – Board Member Comments:	4.3.3.C	Comments	9:00 a.m.
6	<u>Consent</u> Agenda:			9:10 a.m.
	A. Letter of Agreement between RFTA and Aspen Skiing Company for Service Level Increase – Mike Yang, CFOA, page	4.2.5	Approve	
7	Presentation Items Agenda:			
	A. Aspen Community <u>Forum</u> : Upper Valley Mobility Report – Cristal Logan, Vice President, the Aspen Institute - page	4.2.4	Information/ Direction	9:15 a.m.
	B. Presentation of 2 nd Draft of RFTA 2020 <u>Budget</u> – Mike Yang, CFOA and Paul Hamilton, Director of Finance, page	2.5	Information/ Direction	9:45 a.m.
8	Information/Updates:			
	A. CEO Report – Dan Blankenship, <u>CEO</u> , page	2.8.6	FYI	10:15 a.m.
9	Issues to be Considered at Next Meeting:			
	To Be Determined at October 10, 2019 Meeting	4.3	Meeting Planning	10:20 a.m.
10	Next Meeting: 8:30 a.m. – 11:30 a.m., November 14, 2019 at Carbondale Town Hall	4.3	Meeting Planning	10:25 a.m.
11	Adjournment: Battery Electric Bus Inspection and Brief Ride		Adjourn	10:30 a.m.

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

Board Members Present:

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

Non-Voting Alternates Present:

Greg Poschman (Pitkin County)

Staff Present:

Dan Blankenship, Chief Executive Officer (CEO); Paul Taddune, General Counsel (via WebEx); Michael Yang, Chief Financial Administrative Officer (CFAO); Kurt Ravenschlag, Chief Operating Officer (COO); Nicole Schoon, Secretary to the Board of Directors; Mike Hermes and Abbey Pascoe, Facilities & Trails Department; David Johnson and Jason White, Planning Department; Paul Hamilton, Director of Finance; Jamie Tatsuno and Jennifer Balmes, Communications and Marketing Department; Tammy Sommerfeld, Procurement Department

Visitors Present:

David Pesnichak (EOTC); John Krueger (City of Aspen); Mirte Mallory (WE-cycle)

Agenda

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

1. [Roll Call:](#)

Art Riddile called the RFTA Board of Directors to order at 8:31 a.m. Riddile declared a quorum to be present (8 member jurisdictions present) and the meeting began at 8:32 a.m.

2. [Executive Session:](#)

Two Matters – Paul Taddune, General Counsel

1) Pursuant to C.R.S. 24-6-402 4I(I) Determining positions that may be subject to negotiations; developing strategy for negotiations and instruction negotiators: Possible acquisition of Glenwood Springs Maintenance Operations Center Property; and 2) Pursuant to C.R.S. 24-6-402(4)(b)(1) conferences with an attorney for the public body for the purposes of receiving legal advice on specific legal questions concerning potential and pending litigation: Michael Baker/RocSol Indemnification regarding Sos/Alpine Tire Legal Expenses

Riddile moved to adjourn from the Regular Board Meeting into the Executive Session and Dan Richardson seconded the motion. The motion was unanimously approved.

Staff Present: Dan Blankenship, CEO; Paul Taddune, General Counsel (via WebEx); Michael Yang, CFAO; Kurt Ravenschlag, COO; Nicole Schoon, Secretary to the Board; and Mike Hermes, Director of Facilities.

Jonathan Godes excused himself from discussion of the possible acquisition of the Glenwood Maintenance Operations Center Property in Glenwood Springs, due to a potential conflict of interest.

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

No action was taken during the Executive Session. The Executive Session adjourned at 8:57 a.m.

3. Approval of Minutes:

Riddile moved to approve the August 8, 2019 Board Meeting Minutes, and Richardson seconded the motion. The motion was unanimously approved.

4. Public Comment:

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

No members of the public had any comments. Riddile closed Public Comments at 8:58 a.m.

5. Items Added to Agenda – Board Member Comments:

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

Richardson move to approve a Letter of Intent for the Proposal to Purchase the Glenwood Springs Maintenance Operations Center Property in Glenwood Springs for the purchase price of \$1,200,000, and other considerations, and Jeanne McQueeney seconded the motion. The motion was unanimously approved.

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

Richardson thanked David Johnson and Jason White for helping the Town of Carbondale with the transportation-related surveys that were given to residents.

Riddile closed Board comments at 9:03 a.m.

6. Consent Agenda:

A. Resolution 2019-21: Resolution in Support of Garfield County Federal Lease District Application for LoVa Trail Construction Funding – Dan Blankenship, CEO

The Town of New Castle, the City of Glenwood Springs, and RFTA are jointly applying for a \$1,000,000 Garfield County Federal Mineral Lease District (GCFMLD) grant administered by Garfield County. The Town of New Castle is the primary applicant. Glenwood Springs will contribute a \$100,000 local match and RFTA will contribute a \$100,000 match, which will be used to construct 690 linear feet of the LoVa Trail from Grand River Park to the Old Midland Rail Grade.

As the Primary Applicant, New Castle will contribute \$650,000 in local matching funds secured through a \$500,000 Colorado Parks & Wildlife (CPW) Colorado the Beautiful grant with \$30,000 in

match from New Castle, \$100,000 in match from Glenwood Springs, and \$20,000 in match from RFTA, designated to be spent on the extension of the western portion of the LoVa Trail.

George Newman moved to approve Resolution 2019-21: Resolution in Support of Garfield County Federal Lease District Application for LoVa Trail Construction Funding, and Jacque Whitsitt seconded the motion. The motion was unanimously approved.

7. Presentation/Action Items Agenda:

A. [Approval of the 2019 RFTA Strategic Plan](#) – Kurt Ravenschlag, COO

The 2019 Strategic Plan provides the framework to guide RFTA's decision making, budgeting, and daily operations. Outcomes represent the high level deliverables that RFTA strives to provide the communities it serves. Each Outcome Area includes several more specific Objectives that define different areas of focus in achieving the Outcome. Performance measures are identified for Objectives with performance targets set annually by staff. Staff will then develop Strategic Initiatives that are designed to move the needle in achieving the identified performance targets associated with the Objectives. The Strategic Initiatives become a part of the annual budget requests, and if funded, directly influence daily operations. Each task completed or dollar spent by RFTA should be linked back to the Strategic Plan and ultimately the Mission and Vision of this organization.

RFTA staff determined that the current RFTA Vision and Mission were reversed and so the new Vision is, "RFTA pursues excellence and innovation in providing preferred transportation choices that connect and support vibrant communities." The new Mission is, "Connecting our region with transit and trails."

Whitsitt questioned if the Strategic Plan can be placed on the website so that the public can give additional input and feedback.

Ravenschlag stated that we could post it to our website and on social media, as well as having information regarding the Strategic Plan in the on-board surveys, as a means of seeking feedback.

McQueeney moved to approve the 2019 Strategic Plan, and Mullins seconded the motion. The motion was unanimously approved.

B. [Resolution 2019-22: Amending RFTA Board Governance Policy Global 1.0 Ends Statement](#) – Kurt Ravenschlag, COO

Ravenschlag stated that this Resolution is Amending Governing Policy 1.0 to reflect the seven recently adopted Strategic Plan Outcomes, thus replacing the current Global Ends Statement in its entirety. By Resolution 2019-22, RFTA Board Policy 1.0 will be amended to read as follows:

1.0 Outcomes

RFTA's Mission
Connecting our Region with Transit and Trails

1.1 Safe Customers, Workforce and General Public

RFTA will ensure the safety of its workforce, customers and general public through its safety first culture, systematic procedures, practices, and policies for managing risks and hazards.

1.2 Accessibility and Mobility

RFTA will provide accessible, effective and easy to use mobility options that connect our region for all user types.

1.3 Sustainable Workforce

RFTA will ensure organizational sustainability by enhancing its ability to continue to recruit and retain an engaged, well-trained, resilient professional workforce.

1.4 Financial Sustainability

RFTA will ensure cost effective and responsible use of funding, maintain and monitor its short-term and long-term financial forecasts, seek funding partnerships and diversification of revenues.

1.5 Satisfied Customers

RFTA will strive to exceed customer expectations by providing modern, courteous, safe, convenient, highly reliable, dependable, comfortable, sustainable, cost efficient, and affordable transportation choices to our residents and visitors.

1.6 Environmental Sustainability

RFTA will research and implement innovative, environmentally sustainable practices in all areas of transit and trails management.

1.7 High Performing Organization

With integrity, RFTA will deliver efficient, innovative, transparent, accountable, effective, and collaborative regional transportation services that reflect community values.

Markey Butler moved to approve Resolution 2019-22: Amending RFTA Board Governance Policy Global 1.0 Ends Statement, and Whitsitt seconded the motion. The motion was unanimously approved.

C. [Resolution 2019-23](#): Adoption of RFTA Fare Policies – David Johnson, Director of Planning

Johnson stated that these fare policies, which are aligned with RFTA Strategic Plan Outcome Areas and Objectives, will be the foundation for RFTA’s current fare structure; future changes to fares and investments in fare collection systems; and for other fare-related matters.

- RFTA routes shall have a minimum overall fare recovery ratio to meet financial sustainability goals.
- Fare structure shall encourage and support affordability, mobility and accessibility.
- Fare structure and systems shall be easy for customers to understand and use.
- Fare structure shall provide choices that meet a wide variety of travel needs.
- Fares shall enable all people in RFTA’s service area to use public transportation.

In the coming months RFTA will be looking at fare technologies that will enable the public to utilize a smartphone or other technologies to purchase fares.

Butler moved to approve Resolution 2019-23: Adoption of RFTA Fare Policies, and George Newman seconded the motion. The motion was unanimously approved.

D. Presentation of 1st Draft of RFTA 2020 Budget – Michael Yang, CFAO, Paul Hamilton, Finance Director

The budget is a work-in-progress and will be refined in September and October as more actual expenditure and revenue data become available, which can affect the General Fund's current forecast for 2019.

1. Services
 - a. Hours increased from a projected amount of 325,800 hours in 2019 to a budgeted amount of 347,200 hours in 2020, which is a 5.6% increase. Mileage increased from a projected amount of 5,511,000 miles in 2019 to a budgeted amount of 5,811,000 miles in 2020, which is a 5.4% increase.
2. Challenges, Issues, and Opportunities
 - a. For the 2019 tax year, with collections in 2020, the full 2.65 mill levy and a 7.15% residential assessment rate is assumed in the 2020 budget.
 - b. Management continues to review and refine the Authority's compensation package, in order to remain competitive in the local job market. A market survey for all job descriptions and benefits is currently underway.
 - c. Management continues to develop funding strategies for short and long-term capital needs. The funding strategy includes; seeking out grant opportunities, pay-go using fund balance, seeking additional revenue, and reducing operating costs.
3. Consolidated Financial Overview
4. Estimated Revenue Composition and Assumptions
 - a. Sales Tax revenues are dedicated taxes collected from member jurisdictions based on intergovernmental agreements. The chart below shows preliminary estimates by jurisdiction as of August 2019:
 - 1) City of Aspen – 2.3%
 - 2) Town of Basalt – 1.5%
 - 3) Town of Carbondale – 1.5%
 - 4) City of Glenwood Springs – 3.0%
 - 5) Eagle County – 0.0%
 - 6) Town of New Castle – 3.0%
 - 7) Pitkin County – (2.0%)
 - 8) Town of Snowmass Village – 0.0%
 - b. Based on the preliminary data received, increases in assessed property values are Pitkin County, 10.6%; Eagle County, 5.7%; and Garfield County, 27.0%. Final certifications of assessed valuations will occur in December.
 - c. The Authority has service contract agreements with the Aspen Skiing Company, the City of Aspen, the City of Glenwood Springs and Garfield County (Travelers Program).
 - d. Operating revenues reflect a 1.0% increase in transit fares.
 - e. Operating and Capital Grant revenues reflect; \$1,201,678 from the FTA Section 5311 Operating Grant and \$200,000 from CDOT FASTER Operating Grant.
 - f. Local Governmental Contributions include:
 - 1) Elected Officials Transportation Committee (EOTC) - \$690,075
 - 2) Garfield County's support of Grand Hogback - \$760,240
 - 3) City of Rifle's support of Grand Hogback - \$20,000
 - g. Other income primarily consists of employee housing rental revenue, vehicle registration fees, and credits from the Federal Government representing a reimbursement on a portion of

the interest paid on the Series 2012A Qualified Energy Conservation Bonds in the Debt Service Fund.

5. Budgeted Expenditures by Program/Department and Assumptions
 - a. RFTA received four (4) Request for Funding Applications
 - 1) WE-cycle – five (5)-year funding request \$100,000/year (year 3 of 5)
 - 2) Garfield Clean Energy (GCE) – three (3)-year funding request \$30,000/year (year 3 of 3)
 - 3) Lower Valley Trail Association (LoVa) - \$5,000 (RFTA \$20,000 Local Match)
 - 4) Northwest Colorado Council of Governments - \$4,000
 - b. Capital Outlay budgeted: \$11,649,000
 - 1) 10 replacement and 5 expansion diesel buses.
 - 2) Engine and transmission rebuilds, facility and trail improvements, non-revenue vehicle replacements, planning studies, and various IT equipment.
6. Budgeted Other Financing Sources/Uses
 - a. Approximately \$499,000 of current available resources is budgeted to be transferred from the General Fund to the Bus Stops/Park and Ride Special Revenue Fund to fund the costs to operate and maintain the BRT stations, park and rides, and other stops.
 - b. RFTA will continue to contribute to the Traveler Program by the budgeted transfer of approximately \$172,000 from the General Fund to the Service Contract Special Revenue Fund.
 - c. Approximately \$2.49 million will be transferred from the General Fund to the Debt Service Fund which will be used to fund current debt service payments on RFTA's outstanding bonds from 2009, 2010, 2012, 2013, and 2019.
7. Staffing
 - a. Assumes 340.9 full-time equivalents (FTEs). FTEs added to each department include:
 - 1) Operations Department – 11.5 FTEs
 - 2) Vehicle Maintenance Department – 7.3 FTEs
 - 3) IT Department – 2.0 FTEs
 - 4) CEO Department – 1.0 FTE
 - 5) Human Resources Department – 1.0 FTE
 - 6) Finance Department – 0.5 FTE
 - 7) Trails Department – 0.4 FTE
8. Major Goals
 - a. Destination 2040 Projects include:
 - 1) 10 Replacement Buses; 5 Expansion Buses
 - 2) Civil Improvements to the Rio Grande Trail
 - 3) RFTA Employee Housing Replacement Design
 - 4) \$100,000 funding for LoVa Trail
 - 5) Mobility as a Service: Mobility Services Director, Regional First and Last Mile Study (\$200,000 WE-Cycle support for operations and maintenance)

Blankenship said that RFTA has been in discussions with WE-cycle with respect to the plan and best structure for moving forward with the expansion of the bike share system, as envisioned in the Destination 2040 Plan. Additional time is needed to answer a number of questions not foreseen during the Destination 2040 planning process. Staff has identified two initial phases to address Strategic Objective 2.4 and delivery of the expanded bike share system envisioned in the RFTA Destination 2040 plan and funded by Ballot Issue 7A.

Phase 1 year 2020:

1. Create a Mobility Services Director position within RFTA to begin planning the nuts and bolts of a Mobility Services Department, focused on delivering first/last mile options, inclusive of bike share, by assessing mobility options.
2. Fund and execute a planning effort to:
 - a. Determine how to sustain and evolve existing bike share services provided by WE-cycle and expand the services to new jurisdictions.
 - b. Develop a plan to potentially transition WE-cycle operations into this newly created Mobility Services Department.
 - 1) Conduct a comprehensive assessment to identify potential risks, liabilities and issues, and value-adds and opportunities.
 - 2) Confirm alignment and seek agreement with the WE-cycle Board of Directors.
 - c. Explore emerging mobility as service offerings and technologies.
3. Provide funding support of WE-cycle operations and maintenance to retain existing levels of service and limited expansions of service.

Phase 2 year 2021:

1. Integrate WE-cycle operations into the RFTA Mobility Services Department.
2. Deploy expanded first/last mile solutions in Carbondale (station-based bike share with possibly a mix of e-bike share technology).
3. Plan for Glenwood Spring's bike share, first/last mile solution.
4. Plan for other bike share, first/ last mile deployments in other member communities.

9. Fund Balance

- a. Committed Capital – 47%
- b. Committed Operating – 26%
- c. Unassigned – 17%
- d. Restricted – 7%
- e. Non-Spendable – 3%

10. Background information

- a. The General Fund reports operating activity for regional Valley, Grand Hogback and miscellaneous Transit, Trails and Administrative Support services.
- b. The Service Contract Special Revenue Fund reports revenue and operating activity for additional services based on contractual agreement.
- c. Bus Stop and Park n Ride Special Revenue Fund reports vehicle registration fee revenue, bus stops and park n ride expenditure activity.
- d. Mid-Valley Trails Special Revenue Fund reports activity for trail activities within Eagle County.
- e. Debt Service Fund
 - 1) The Series 2009A Debt Service Fund reports all principal and interest expenditures for the \$6.5 million bond issuance and interest earned.
 - 2) The Series 2012A Debt Service Fund reports all principal and interest expenditures for the \$6.65 million Qualified Energy Conservation Bonds issuance (QECCB) and interest earned.
 - 3) The Series 2013B Debt Service Fund reports all principal and interest expenditures for the \$1.3 million QECCB issuance and interest earned.
 - 4) The Series 2019 Debt Service Fund reports all principal and interest expenditures for the \$24.545 million bond issuance and interest earned.
 - 5) Reserve Fund reports all activity related to the required reserves for the Series 2009, Series 2012, Series 2013 Bonds, and Series 2019 Bonds and interest earned.

8. Public Hearing Agenda:

A. [Resolution 2019-24](#): 2019 Supplemental Budget Appropriation – Michael Yang, CFAO

Michael Yan stated, in accordance with Bond Resolution 2019-16, Resolution 2019-24 creates the following new funds:

Series 2019 Capital Project Fund, which serves as the new Project Fund and anticipates to be funded using available bond proceeds including:

1. \$2,115,000 for a portion of the AMF Phase 9 Project*;
2. \$2,679,000 for a portion of the GMF Maintenance Expansion Project*;
3. \$1,603,000 for the SH82 Mid-Valley Bus Stop Improvement Project, and
4. \$2,091,810 for a portion of the Battery Electric Bus (BEB) Pilot Project*.

Series 2019 Debt Service Fund, this resolution appropriates approximately \$22 million in bond proceeds from the refunding bonds, and appropriates approximately \$23.5 million for the refunding escrow deposits, and \$266,599 to cover the cost of issuance, underwriter's discount, and surety. This reflects a transfer-in of \$321,468 from the General Fund to fund the initial December 1, 2019 debt service payment.

General Fund Resolution 2019-24 is seeking to appropriate the remaining capital outlay based on internal cost estimates for the capital projects, and related grant revenues. The BEB Pilot Project shows a reduction of capital outlay in the General Fund, a portion will be funded using bond proceeds in the Series 2019A CPF.

Bus Replacements, Resolution 2019-24 is seeking the additional budget of \$1,394,686 for the two (2) Coach buses covered under the FTA 5339 Grant.

General Fund

1. \$2,581,460 increase in Grant Revenues
2. \$953,266 increase in Capital Outlay
3. \$262,311 decrease in Other Financing Uses

Series 2009B Debt Service Fund

1. \$121,711 decrease in Other Income
2. \$517,015 decrease in Other Financing Source
3. \$714,593 decrease in Debt Service
4. \$75,867 increase in Other Financing Use

Series 2013A Debt Service Fund

1. \$3,464 decrease in Other Income
2. \$66,764 decrease in Other Financing Source
3. \$136,970 decrease in Debt Service
4. \$66,742 increase in Other Financing Use

Debt Service Reserve Fund

1. \$1,579,630 increase in Other Financing Use

Series 2019 Capital Project Fund (New)

1. \$8,596,559 increase in Other Financing Source
2. \$8,488,881 increase in Capital Outlay
3. \$107,748 increase in Debt Service

Series 2019 Debt Service Fund (New)

1. \$24,110,244 increase in Other Financing Source
2. \$23,522,177 increase in Other Financing Use
3. \$588,067 increase in Debt Service

Butler moved to approve Resolution 2019-24: 2019 Supplemental Budget Appropriation, and Riddile seconded the motion. The motion was unanimously approved.

9. Information/Updates:

A. CEO Report – Dan Blankenship, CEO

Blankenship reported that on August 27th, Kelsey Foy, Legislative Assistant for Infrastructure and Transportation, in Senator Cory Gardner's DC office, and Betsy Bair, Regional Director for Senator Gardner, out of Grand Junction, met with Art Riddile, Kurt Ravenschlag, Mike Yang, and him, at the Glenwood Maintenance Facility. They provided Ms. Foy and Ms. Bair with an overview of RFTA's pending \$8 million BUILD Grant application and explained the need for the expansion of the Glenwood Springs Maintenance Facility (GMF).

On August 29th, Blankenship met with Alyssa Logan, Regional Representative, for Senator Bennet, at the Basalt Library. Ms. Logan was provided information about RFTA's pending BUILD grant application and Blankenship discussed the need for expanding the GMF in order for RFTA to meet increased ridership demand in future years.

Blankenship highlighted that RFTA was the Grand Prize winner of a Category 3, American Public Transportation Association (APTA) 2019 AdWheel Award, for Best Marketing and Communications to Highlight Transit Needs/Funding, related to the Destination 2040 initiative. The Board congratulated Jamie Tatsuno, Communications Manager for her outstanding work on the Destination 2040 initiative and winning the Grand Prize.

APTA requested that RFTA create a video of the Destination 2040 project, which will be presented at the APTA Conference in New York on October 15, 2019. Jennifer Balmes, Graphic Designer and Marketing Assistant, created a draft video, which was presented to the Board. The draft video can be viewed here: <https://rfta.sharefile.com/d-s5746675214d4cc59>.

RFTA also won a first prize in the National Rural Transit Assistance Program (NRTAP), "Transit Through the Seasons Photo Contest." The Board congratulated Jennifer Balmes, on the beautiful photos taken of RFTA buses during the winter.

Ravenschlag stated that several of the New Flyer Excelsior Battery Electric Buses have been delivered and are being tested throughout the valley to see how they handle the altitude and diverse driving conditions. Staff will arrange for the Board to inspect and ride one of the new BEBs after the October 10, 2019 Board meeting.

10. Issues to be Considered at Next Meeting:

11. Next Meeting: 8:30 a.m. – 11:30 a.m., October 10, 2019, Carbondale Town Hall, Room 1

12. Adjournment:

Riddile adjourned the September 12, 2019 Board Meeting at 11:22 a.m.

Respectfully Submitted:

Nicole R. Schoon

Secretary to the RFTA Board of Directors

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

Meeting Date:	October 10, 2019
Subject:	Letter of Agreement between RFTA and Aspen Skiing Company for Service Level Increase
Strategic Outcome:	Accessibility and Mobility, Satisfied Customers, Environmental Sustainability
Strategic Objective:	2.7. Provide convenient connections to key activity centers in service area. 5.4. Provide easy, modern and reliable services. 6.4. Provide alternative and innovative travel solutions to help slow the growth of vehicle miles traveled in the region.
Presented By:	Michael Yang, Chief Financial & Administrative Officer
Staff Recommends:	Approve the Letter of Agreement between RFTA and Aspen Skiing Company for Service Level Increase and authorize the RFTA CEO to execute it, subject to approval as to form by the RFTA General Counsel.
Executive Summary:	In order to help mitigate traffic congestion getting to/from the Buttermilk Ski Area and the Highlands Ski Area and the overcrowding of parking facilities, as well as to benefit from the efficiency of exclusive bus lanes between the Airport and the Maroon Creek Roundabout, the Aspen Skiing Company (ASC) has requested RFTA to provide additional direct shuttle service between the Brush Creek Park and Ride, Buttermilk Ski Area, and the Highlands Ski Area for the upcoming winter season. The Letter of Agreement between RFTA and ASC describes the additional service and schedule and includes the estimated fully allocated cost for the additional service for the remainder of the 2019 calendar year and the 2020 calendar year.
Background/ Discussion:	Article 23.21 of RFTA Contract No. 18-037 Aspen Skiing Company Transit Service Agreement requires that any service level changes implemented for the successive ski season must be mutually agreed upon in writing.
Governance Policy:	4.2.5: Board Job Products Policy, states, “The Board will approve RFTA’s annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy).”
Fiscal Implications:	Estimated increase in Service Contract Revenues from the ASC of approximately \$34,405 in 2019 and \$323,032 to cover the fully allocated costs of the additional service. RFTA’s current 2019 budget has available funds to cover the new service. The 2020 draft budget has been prepared to include the new service for the full year.
Attachments:	Yes, please see Letter of Agreement between RFTA and Aspen Skiing Company for Service Level Increase, attached below



October 3, 2019

Mr. Matt Jones
Senior Vice President and CFO
Aspen Skiing Company (ASC)
P.O. Box 1248
Aspen, CO 81612

ATTN: *Joseph Nichols, Senior Buyer, ASC*

RE: Letter of Agreement

Dear Mr. Jones:

Pursuant to Paragraph 23.21, of the Aspen Skiing Company Transit Service Agreement (hereinafter “Agreement”), dated September 25, 2018, states in part, “Any service level changes implemented for the successive ski season must be mutually agreed upon in writing.”

Inasmuch as ASC has requested RFTA to provide additional direct shuttle service between the Brush Creek Park and Ride, the Buttermilk Ski Area, and the Highlands Ski Area, RFTA is providing the following information to set forth in writing the anticipated schedule of the service as well as the estimated fully allocated cost therefor, as follows:


Description of Additional Service and Schedule:

Starting December 20, 2019 through April 5, 2020, the new “Flyer” service will serve three (3) stops: Brush Creek Park and Ride, Buttermilk Bus Stop on SH82, and Aspen Highlands. The head sign on the buses will read: Flyer. This service will run continuous loops every 20 minutes during peak hours and every 40 minutes during midday. The Flyer will depart Brush Creek Park and Ride every 20 minutes from 7:30 a.m. to 11:10 a.m. and 1:50 p.m. to 5:10 p.m., and every 40 minutes from 11:10 a.m. to 1:50 p.m. To return to Brush Creek Park and Ride from Aspen Highlands or Buttermilk, the Flyer will depart Highlands every 20 minutes from 7:50 a.m. to 11:30 a.m. and 2:10 p.m. to 5:30 p.m., and every 40 minutes from 11:30 a.m. to 2:10 p.m. The Flyer will drop off or pick up at the Buttermilk Bus Stop along SH82, not at the base of Buttermilk Mountain.


For each day of service, the Flyer schedule requires two (2) buses, to run a total estimate of 19 hours and 40 minutes and a total estimate of 352 miles.

Estimated Fully Allocated Cost of Additional Service:


The estimated fully allocated cost for the new Flyer service is approximately \$34,405 for RFTA’s 2019 budget year based on 2019 budgeted cost factors.

2019 Flyer Service - TRANSIT YEAR BUDGETED BASE TRANSIT FEE															
A	B	C	D	E	F	G	H	I	J	K	L	M	N		
Nov. - Dec. 2019 Ski Area	Avg. Hours Per Day	Avg. Miles Per Day	# of Days	Est. Hours	Est. Total Miles	Budget HR Costs @ \$43.73	Budget Direct HR Costs @ \$39.70	Budget Direct Mile Costs @ \$1.89	Allocated Training Costs @ \$7.37	Est. Total Ops Costs	Allocated Capital Costs @ \$0.44	Vehicle Lease Costs	Total Cost by Ski Area		
1	Flyer	19.7	352.0	12	236	4,224	\$10,320	\$9,369	\$7,156	\$1,740	\$28,585	\$1,844	\$3,976	\$34,405	
2019 Full Transit Year					Budget Key										
Flyer Service					Dec. 20, 2019 - Dec. 31, 2019										
					Hours, Mileage, and cost factors are expected to vary from one Transit Year to the next. Vehicle Lease Cost Information for the 2019 Full Transit Year can be found at Vehicle Lease Cost tab "D-2"										

The estimated fully allocated cost for the new Flyer service is approximately \$323,032 for RFTA's 2020 budget year based on preliminary 2020 budgeted cost factors.

2020 Flyer Service - TRANSIT YEAR EST. BUDGETED BASE TRANSIT FEE															
A	B	C	D	E	F	G	H	I	J	K	L	M	N		
Jan - Apr 2020 Ski Area	Avg. Hours Per Day	Avg. Miles Per Day	# of Days	Est. Total Hours	Est. Total Miles	Est. Budget HR Costs @ \$45.38	Est. Budget Direct HR Costs @ \$39.92	Est. Budget Direct Mile Costs @ \$1.80	Allocated Training Costs @ \$7.90	Est. Total Ops Costs	Allocated Capital Costs @ \$0.40	Vehicle Lease Costs	Total Cost by Ski Area		
1	Flyer	19.7	352.0	96	1,887	33,792	\$85,648	\$75,344	\$60,739	\$14,913	\$236,644	\$13,469	\$31,810	\$281,922	
2	Flyer	19.7	352.0	14	275	4,928	\$12,488	\$10,986	\$8,858	\$2,174	\$34,506	\$1,964	\$4,639	\$41,109	
3	Total Estimated 2020	N/A	N/A	110	2,163	38,720	\$ 98,137	\$ 86,329	\$ 69,596	\$ 17,088	\$ 271,150	\$ 15,433	\$ 36,449	\$ 323,032	
2020 Full Transit Year					Budget Key										
Flyer Service					Jan. 1, 2020 - April 5, 2020										
Flyer Service					Dec. 18, 2020 - Dec. 31, 2020										
					Hours, Mileage, and cost factors are expected to vary from one Transit Year to the next. Vehicle Lease Cost Information for the 2020 Full Transit Year can be found at Vehicle Lease Cost tab "D-2"										

The following chart reflects the updated "D-2" tab for the new Flyer service:

		
2019 PARTIAL & 2020 FULL TRANSIT YEAR ASC VEHICLE LEASE COST METHODOLOGY		
	December 2019 FLYER	2020 Full Year FLYER
ITEM	UNIT COST	UNIT COST
BASE BUS PRICE	513,218	513,218
TOTAL COST	513,218	513,218
2% ISSUANCE COSTS	10,264	10,264
TOTAL AMOUNT FINANCED	523,482	523,482
INTEREST RATE	3.0%	3.0%
NUMBER OF YEARS FINANCED	12	12
ANNUAL PAYMENT	52,590	52,590
MONTHLY PAYMENT PER VEHICLE	4,383	4,383
NUMBER OF DAYS LEASED TO ASC	12	110
# OF MONTHS @ 30.42 DAYS/MONTH	0.39	3.62
TOTAL LEASE AMNT FOR ONE VEHICLE	1,729	15,847
NUMBER OF VEHICLES	2.00	2.00
NUMBER OF SPARES @ 15%/BASE FLEET	0.30	0.30
TOTAL NUMBER OF VEHICLES	2.30	2.30
TOTAL ASC VEHICLE LEASE AMOUNT	3,976	36,449
TOTAL LEASE AMNT PER DAY/SKI AREA	331	331

ASC and RFTA mutually agree that RFTA will provide and ASC will pay for the additional service described above. All other terms and conditions included in the "Agreement" shall apply to the Additional Service provided by RFTA on behalf of ASC.

IN WITNESS WHEREOF, the parties have executed this Letter of Agreement on the _____ day of _____, 2019.

ASPEN SKIING COMPANY

By: _____

Title: _____

ATTEST:

ROARING FORK TRANSPORTATION AUTHORITY

By: _____
Dan Blankenship, Chief Executive Officer

ATTEST:

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

Meeting Date:	October 10, 2019
Subject:	Aspen Community Forum: Upper Valley Mobility Report (UVMR)
Strategic Outcome:	Accessibility and Mobility
Strategic Objective:	<p>2.2: Trail and transit users move safely, quickly and efficiently</p> <p>2.3: Increase alternative mode splits throughout the region</p> <p>2.4: Provide increased first and last mile options for customers throughout the service area</p> <p>2.6: Identify and reduce barriers to riding transit and accessing trails</p> <p>2.7: Provide convenient connections to key activity centers in service area</p>
Presented By:	<p>Cristal Logan, Vice President Aspen, Director, Aspen Community Programs</p> <p>Michael Miracle, Director of Community Engagement, Aspen Skiing Company</p>
Staff Recommends:	Create a partnership with the Elected Officials Transportation Committee (EOTC), CDOT, and other funding sources to obtain resources for a study to further analyze Upper Valley Mobility Report recommendations and develop an implementation plan for an Integrated Mobility System (IMS) for the region.
Executive Summary:	<ol style="list-style-type: none"> 1. In the spring of 2016, the Aspen institute began hosting the Aspen Community Forum, which focused on mobility challenges in the upper Roaring Fork Valley related to severe automobile congestion, and possible strategies and solutions that could be developed to address them. 2. In September 2017, the Upper Valley Mobility Report created by the Aspen Community Forum was released, which proposed an Integrated Mobility System (IMS) consisting of: <ol style="list-style-type: none"> a. A ride-sharing application b. Ride hailing c. Congestion reduction measures (road pricing and parking fees) d. HOV lane enforcement; and e. Phased improvements to RFTA’s BRT system. 3. There is significant alignment between RFTA’s Destination 2040 Plan, RFTA’s Strategic Plan Accessibility and Mobility Outcome, and the UVMR’s IMS. 4. The Aspen Community Forum is recommending that the EOTC and RFTA, CDOT, and other community partners in the region pursue ways to refine and implement elements of the IMS on a regional basis. 5. To this end, the Aspen Community Forum is requesting that RFTA and the EOTC take a lead role in pursuing CDOT and other grant funding to further analyze the IMS strategies to determine how best to move forward with implementation of them. 6. RFTA can apply for CDOT planning grants and, with Board authorization, provide matching funds and staff time to support this effort.
Background/ Discussion:	<p><i>Excerpts from an Aspen Institute News Release in on September 11, 2017:</i></p> <p>In September 2017, after meeting over the course of 15 months, the Aspen Institute Community Forum Task Force on Transportation and Mobility announced its findings and recommendations about ways to increase mobility and reduce traffic congestion in the Aspen area.</p>

	<p>In its “Upper Valley Mobility Report,” the 31-member task force of elected officials, citizens, and transportation experts recommended that work begin immediately on planning for an “Integrated Mobility System (IMS).” The IMS would include a local ride-sharing application, use of ride hailing, congestion reduction measures (road and parking fees), HOV lane enforcement, and phased improvements to RFTA’s bus rapid transit (BRT) system.</p> <p>“The task force was asked to work on a difficult problem and came up with pragmatic and creative solutions,” said Bill Kane, task force co-chair. “The group sought ways to move forward in both the near and long term that will reduce traffic congestion without waiting for one big element to solve the problem.”</p> <p>The task force’s final report noted, “the individual components of the IMS are interdependent. Some measures specifically reduce traffic congestion; others increase mobility for the public. Some are capital and cost intensive, while others would contribute revenue, making the system more affordable.”</p> <p>In addition to the integrated mobility system, the report recommended “that the three upper valley governments identify a single entity to coordinate and facilitate regional mobility planning among local governments, the private sector, and the community.” One of the recommendations from the UVMR was that the EOTC hire a Transportation Planner. This recommendation was implemented in 2018, when David Pesnichak was retained as the EOTC’s Transportation Planner.</p>
<p>Governance Policy:</p>	<p>4.2.4: Board Job Products Policy states, “The Board may take positions on transportation matters, including local state, or federal issues that affect the organization’s regional goals and the organization’s ability to achieve its Ends.”</p>
<p>Fiscal Implications:</p>	<p>RFTA may be requested to contribute an as yet unspecified amount of grant match or to make a contribution of cash and/or staff time to the IMS study effort.</p>
<p>Attachments:</p>	<p>Yes, please see the attached list of Frequently Asked Questions about the Community Forum Task Force on Transportation and Mobility.</p> <p>Also, please see “PowerPoint Presentation.pdf” and “FULL Community Forum Task Force on Community Mobility Report_Final.pdf,” included in the October 2019 RFTA Board Meeting Portfolio attached to the e-mail transmitting the RFTA Board meeting Agenda packet.</p>



Community Forum Task Force on Transportation and Mobility FAQ

What problem was the task force trying to solve? The persistent traffic jams in and out of Aspen. The goal was to create a values-based vision in the upper (Basalt and up) Roaring Fork River valley for 2035 to address traffic congestion and increase mobility for residents, commuters, and visitors.

What core values did the task force apply? They weighed nine values: community character, environmental quality, traffic congestion reduction, social equity, capacity to move people and/or reduce travel demand, convenience and comfort, adaptability to the future, safety, and financial viability.

Who selected the task force members? The Aspen Institute selected members with input from the co-chairs. Members included citizens, transportation professionals, and elected officials from Aspen, Snowmass Village, and Pitkin County. The members lived in neighborhoods throughout the valley, from Aspen to New Castle.

What were the task force's key findings and recommendations? It recommends an "integrated mobility system" of complementary measures (both "carrots and sticks") that can be implemented as budgets permit over short, mid, and long time frames. Local governments should now study the group's suggestions and identify a single entity to spur implementation.

What are some of the group's key observations? Free-flowing traffic is not a reasonable expectation unless strong measures are adopted to reduce traffic and mitigate induced demand. The goal should be to improve mobility, incrementally and continuously. A grassroots organization advocating for mobility is key. Existing approvals should be leveraged. Different user groups should be considered.

What's induced demand? In growing areas, when automobile congestion is reduced by increasing mobility alternatives and/or highway capacity, new traffic is generated and highways normally return to a congested level.

What's the ride sharing idea? An app-based ride sharing system could allow travelers to share rides on their "first and last" miles and along the Hwy 82 corridor to reach transit stops, and also to share rides for the full length of commuting trips. It could be a peer-to-peer app-based system matching private vehicle drivers with passengers, a for-hire app-based "microtransit" service such as Chariot, Lyft Line, UberPool, etc., or a "casual carpool" system.

What's the ride hailing idea? This is centered on app-based services like Uber, Lyft, the Aspen Downtowner, and taxis that offer on-demand rides. They tend to be organized public or private services, rather than peer-to-peer citizen-based systems. Cost could be bundled with a RFTA bus ticket for "one-click" service.

What's the dynamic road pricing idea? An electronic toll on traffic entering Aspen whose price could vary depending on levels of congestion and purpose of trip. To avoid a toll, motorists could park at Brush Creek lot and take a free bus into Aspen or qualify for an exemption (car pool, essential services, etc.).

What's the dynamic pricing idea when it comes to paid parking? Dynamic pricing adjusts parking prices to respond to traffic congestion and parking availability.

What's the BRT enhancement idea? Enhanced BRT could consolidate BRT, express, local, and skier-shuttle buses at greater frequencies. Electric or CNG buses could be part of enhanced service between Brush Creek and Rubey Park.

What's the HOV lane enforcement idea? HOV (2 or more people) restrictions during rush hour on Hwy 82 were designed to increase carpooling and allow efficient transit operations. Lack of enforcement has negated potential benefits. New technologies make enforcement easier and don't burden law enforcement.

What's the "integrated" part? Each of the mobility system's components enhances the others. For example, HOV lane enforcement would penalize single occupant vehicles, both financially and in terms of congestion. But this can incentivize solo commuters to use options such as ride sharing, ride hailing, or BRT, which can use the HOV lanes. Fines from HOV lane enforcement could also finance other options.

Did the task force recommend going over the Marolt property? No. The committee didn't think it was necessary in the short term. The option is politically fraught and can distract from implementing other solutions. But using Marolt for transit in the future was not ruled out given existing approvals.

Did the committee recommend adding unrestricted highway capacity? No. It was concerned about induced demand. See p. 6 of the committee's report.

How did the group feel about light rail? It received the highest favorability score in the survey, but it also had high negatives because of the cost of the system.

What's the idea of a transportation planning entity? The task force recommends that the EOTC identify or create a single entity to coordinate and facilitate regional mobility planning. The plan warrants dedicated staff, which could be as simple as a single employee reporting to an EOTC executive committee.

What was the Aspen Institute's role? The Institute was the neutral convener for the project. It had neither an agenda, nor an opinion about the outcome. It facilitated the dialogue, hosted meetings and produced the public events.

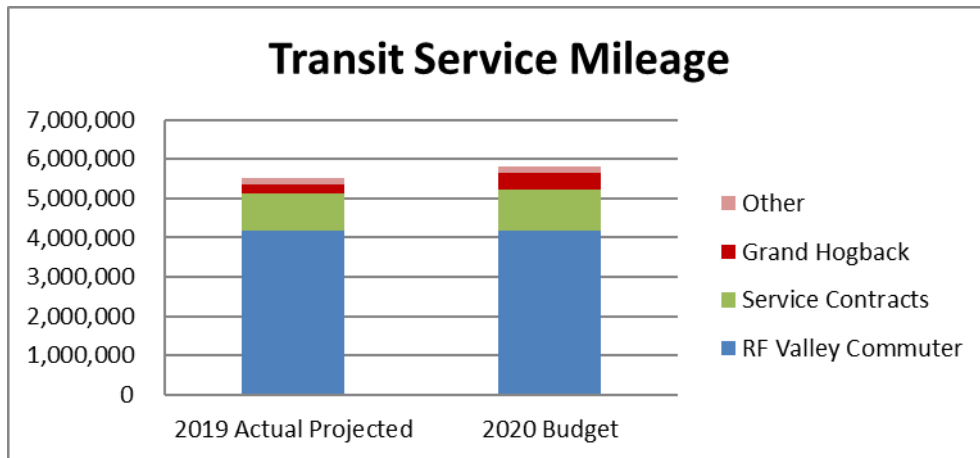
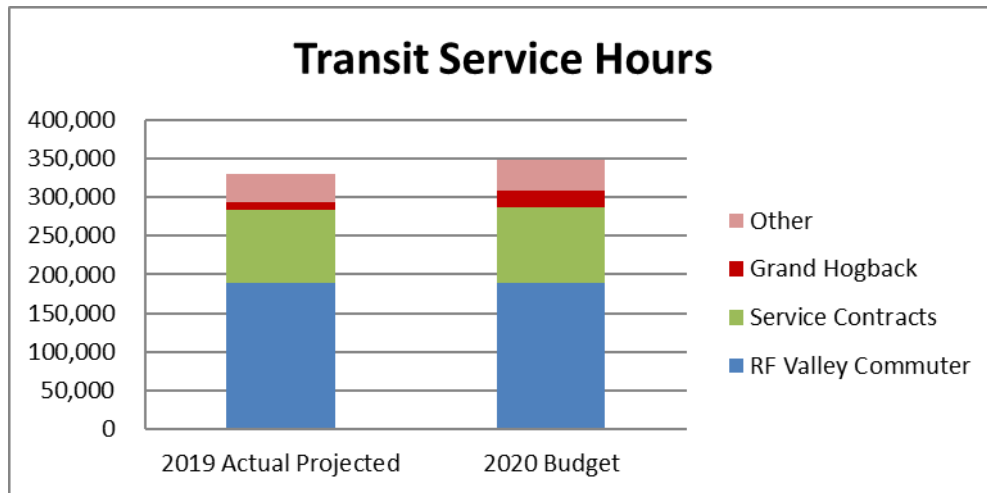
More information is online at <https://www.aspeninstitute.org/publications/community-forum-mobility-report/>.

**RFTA BOARD OF DIRECTORS MEETING
PRESENTATIONS AGENDA SUMMARY ITEM # 7. B.**

Meeting Date:	October 10, 2019
Subject:	Presentation of 2 nd Draft of RFTA 2020 Budget
Strategic Outcome:	Financial Sustainability
Strategic Objective:	4.1 Ensure accurate budget and accounting 4.2 Develop a capital planning prioritization process
Presented By:	Michael Yang, Chief Financial & Administrative Officer Paul Hamilton, Director of Finance
Staff Recommends:	Approval of 2020 Budget priorities, revenue and expenditure assumptions.
Executive Summary:	<p>This 2nd draft of the 2020 budget reflect revised estimates and other items based on new information made available since last month. The budget is a work-in-progress and will be refined in October as more actual expenditure and revenue data become available, which can affect the General Fund's current forecast for 2019.</p> <p>The 2nd draft of the budget will be presented in the following order (with updates highlighted in yellow):</p> <ol style="list-style-type: none"> 1. Services 2. Challenges, Issues, and Opportunities 3. Consolidated Financial Overview 4. Estimated Revenue Composition and Assumptions 5. Budgeted Expenditures by Program/Department and Assumptions 6. Budgeted Other Financing Sources/Uses 7. Staffing 8. Major Goals 9. Fund Balance 10. Background information
Background/ Discussion:	At the August 2019 Board meeting, staff presented the 2020 budget initiatives, assumptions and issues. The 1 st draft of the 2020 budget was presented at the September 2019 board meeting.
Governance Policy:	2.5: Financial Planning/Budgeting policy states, "Financial planning for any fiscal year or the remaining part of any fiscal year may not deviate materially from the Board's Ends priorities, risk fiscal jeopardy, or fail to be derived from a multi-year strategic plan."
Fiscal Implications:	Limited resources will require prioritization of Authority projects; revenue and expenditures assumptions could affect Fund balance.
Attachments:	Yes, please see 2020 2 nd Draft Budget presentation on the following pages.

1. Services

- The budget assumes status quo service levels with updates for seasonal changes. The 2020 calendar year contains the first full year of additional 30-minute New Castle service (part of Destination 2040), is a leap-year, and contains the new Brush Creek to Aspen Highlands skier shuttle as part of the contracted services with the Aspen Skiing Company.
- The 2020 calendar year also includes increased transit service hours and miles from 2019 to 2020. Hours increased from a projected amount of 329,125 hours in 2019 to a budgeted amount of 347,575 hours in 2020, which is a 5.6% increase. Mileage increased from a projected amount of 5,507,000 miles in 2019 to a budgeted amount of 5,807,000 miles in 2020, which is a 5.4% increase.



2. Challenges, Issues and Opportunities

- As the Authority's primary funding mechanism, **Sales and Use tax** revenues can be volatile and growth can vary among our eight member jurisdictions.
 - The Authority relies on each member jurisdiction's Finance Department's assumptions and trend analysis for estimate preparation. Staff corresponded with each Finance Department to obtain their sales tax estimate for 2020. Of the eight jurisdictions, **staff has heard back from all member jurisdictions.** There is general caution regarding a potential slowdown in the economy as evidenced by the information received. **As a result, the preliminary overall sales tax estimate is approximately flat compared to the 2019 forecast.**
 - Use tax reflects a decrease of approximately **37%** under the 2019 forecast which represents a portion collected from a single taxpayer and an estimate of the potential impacts from HB19-1240. Staff will maintain a conservative approach and refrain from including the use tax collected from this single taxpayer in our use tax estimates.
- With respect to **Property tax** revenues, the temporary tax credit of 0.401 mill applied in the initial year of RFTA's new 2.65 mill levy is scheduled to end on December 31st. For the 2019 tax year, with collections in 2020, the full 2.65 mill levy and a 7.15% residential assessment rate is assumed in the 2020 budget. In addition, 2019 is a reassessment year in which the various Assessors inform all property owners of their new value for the 2019 tax year. Staff corresponded with the Assessors in Pitkin, Eagle, and Garfield Counties to obtain preliminary assessed valuations. As a result, the preliminary increase in property tax revenues is approximately **29%** over the 2019 forecast. Staff will continue to work with the Assessors to obtain final assessed valuations within RFTA's district.
- **Transit fuel** prices are known to be volatile. For 2019, management obtained fixed price transit diesel fuel contracts to manage the volatility normally associated with fuel prices. In April 2019, transit diesel contracts were entered into for 2020 fuel pricing and reflects a 10% decrease in the weighted average price per gallon. Our current CNG pricing is assumed in our budget preparations.
- While the cost of **health care** continue to rise, RFTA's County Health Pool renewal rates reflect a 4% increase in health insurance premiums with no change to Dental and Vision. Based on the review of the benefits survey results conducted by Employers Council, Staff plans to keep the employees' share of the single coverage the same and to increase the employer share of the dependent coverage premiums as shown in the chart below to remain competitive with the market. Dental and vision rates remain unchanged. The estimated budget impact is approximately \$245,000 or slightly over 8%.

<u>Employer (RFTA) Contribution</u>	CHP - Current (2019)		CHP - Renewal (2020)	
	B2000 PPO	HDHP 2500	B2000 PPO	HDHP 2500
Employee Only	96%	100%	96%	100%
Employee + 1	76%	76%	80%	80%
Employee + Family	71%	71%	80%	80%

- Historically, the high cost of living in the Roaring Fork Valley has negatively affected the Authority's ability to hire and retain qualified personnel. Management continues to review and refine the Authority's **compensation** package with respect to wages, incentive programs and benefit enhancements, including employee housing, in order to remain competitive in the local job market. **As part of the compensation review, a market survey was completed in September for all positions, with the exception of bus operators, whose compensation is tied to their labor contract, which reflects scheduled pay increases.** In general, the results indicate that the market average increased for almost all pay grades; however, not all grades moved at the same rate. Additional considerations were given for hard-to-recruit (HTR) positions. Staff has discussed and reviewed the market survey results and recommends adjusting compensation and the merit increase accordingly in order to remain competitive with the market.

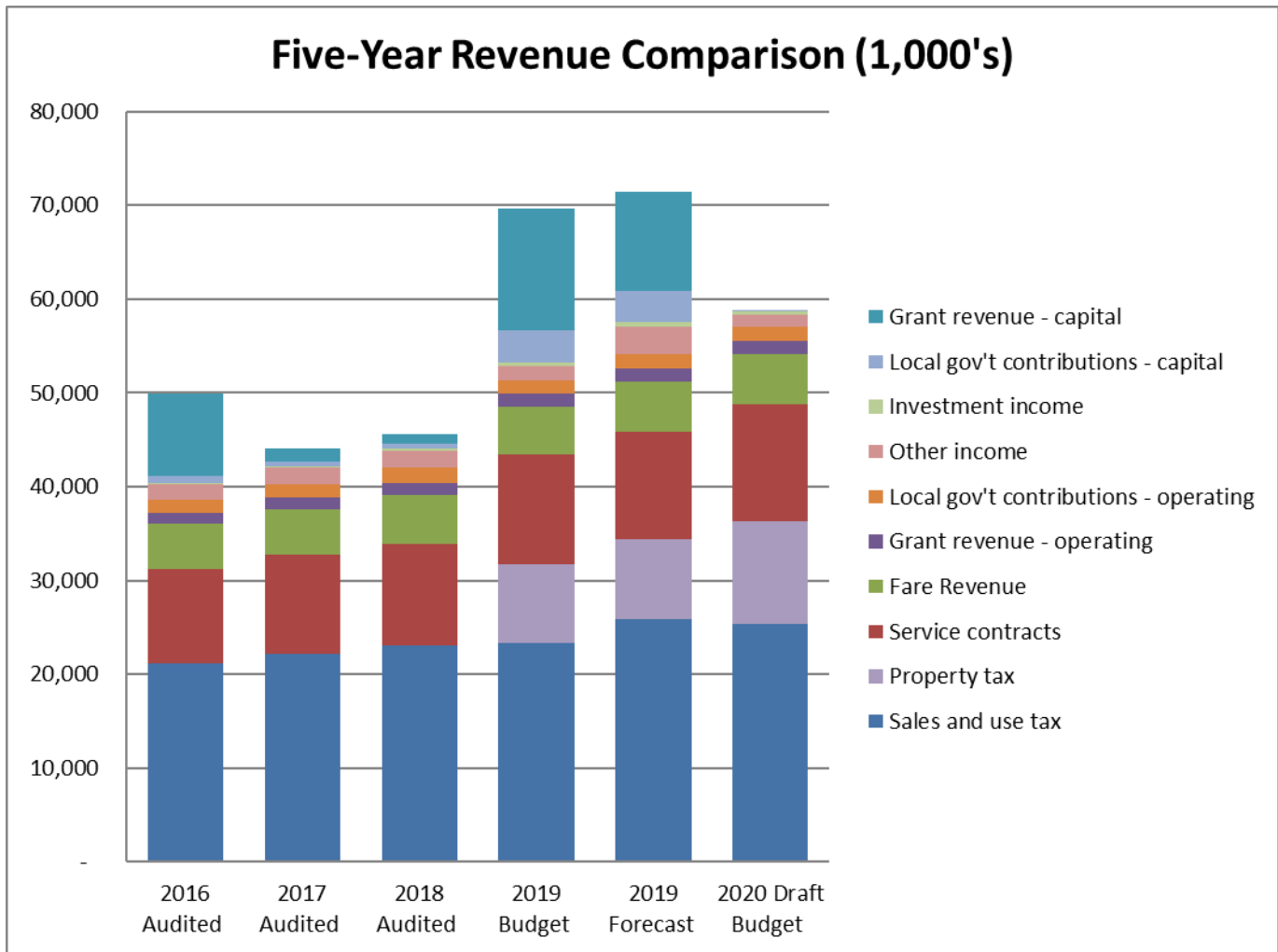
- With the capital intensive nature of the transit industry, management continues to develop funding strategies for short and long term **capital needs**. The funding strategy includes a combination of financing options, seeking out grant opportunities, pay-go using fund balance, seeking additional revenue, and reducing operating costs. The **Destination 2040** Plan has secured additional funding through property tax revenues and increased bonding authority. Management has started to implement several service enhancements and design and planning efforts for multiple capital projects.

3. Consolidated Financial Overview

(1,000's)	General Fund	Service Contracts	Bus Stops/ PNR SRF	Mid Valley Trails SRF	Debt Service Fund	2020 Draft Budget	%
Beginning fund balance (Budget)	\$ 25,739	\$ -	\$ 97	\$ 108	\$ 920	\$ 26,864	
Revenues:							
Sales and use tax	\$ 25,261	\$ -	\$ -	\$ 60	\$ -	\$ 25,321	43%
Property tax	\$ 10,989	\$ -	\$ -	\$ -	\$ -	\$ 10,989	19%
Service contracts	\$ -	\$ 12,426	\$ -	\$ -	\$ -	\$ 12,426	21%
Operating revenue	\$ 5,439	\$ -	\$ -	\$ -	\$ -	\$ 5,439	9%
Grant revenue - operating	\$ 1,402	\$ 30	\$ -	\$ -	\$ -	\$ 1,432	2%
Local gov't contributions - operating	\$ 1,510	\$ 11	\$ -	\$ -	\$ -	\$ 1,521	3%
Other income	\$ 528	\$ -	\$ 487	\$ -	\$ 170	\$ 1,185	2%
Investment income	\$ 409	\$ -	\$ 2	\$ 4	\$ 30	\$ 446	1%
Total revenue	\$ 45,538	\$ 12,466	\$ 489	\$ 64	\$ 200	\$ 58,757	100%
Program expenditures:							
Fuel	\$ 1,756	\$ 723	\$ -	\$ -	\$ -	\$ 2,479	4%
Transit	\$ 27,913	\$ 11,902	\$ 976	\$ -	\$ -	\$ 40,792	68%
Trails & Corridor Mgmt	\$ 610	\$ -	\$ -	\$ 59	\$ -	\$ 669	1%
Subtotal operating exp.	\$ 30,280	\$ 12,625	\$ 976	\$ 59	\$ -	\$ 43,940	73%
Capital	\$ 11,684	\$ -	\$ -	\$ -	\$ -	\$ 11,684	19%
Debt Service	\$ 1,583	\$ -	\$ -	\$ -	\$ 2,733	\$ 4,316	7%
Total expenditures	\$ 43,546	\$ 12,625	\$ 976	\$ 59	\$ 2,733	\$ 59,940	100%
Other financing sources	\$ 7,905	\$ 159	\$ 487	\$ -	\$ 2,534	\$ 11,085	
Other financing (uses)	\$ (3,180)	\$ -	\$ -	\$ -	\$ -	\$ (3,180)	
Change in Fund Balance	\$ 6,717	\$ 0	\$ (0)	\$ 5	\$ -	\$ 6,722	
Ending fund balance	\$ 32,456	\$ 0	\$ 97	\$ 113	\$ 920	\$ 33,586	

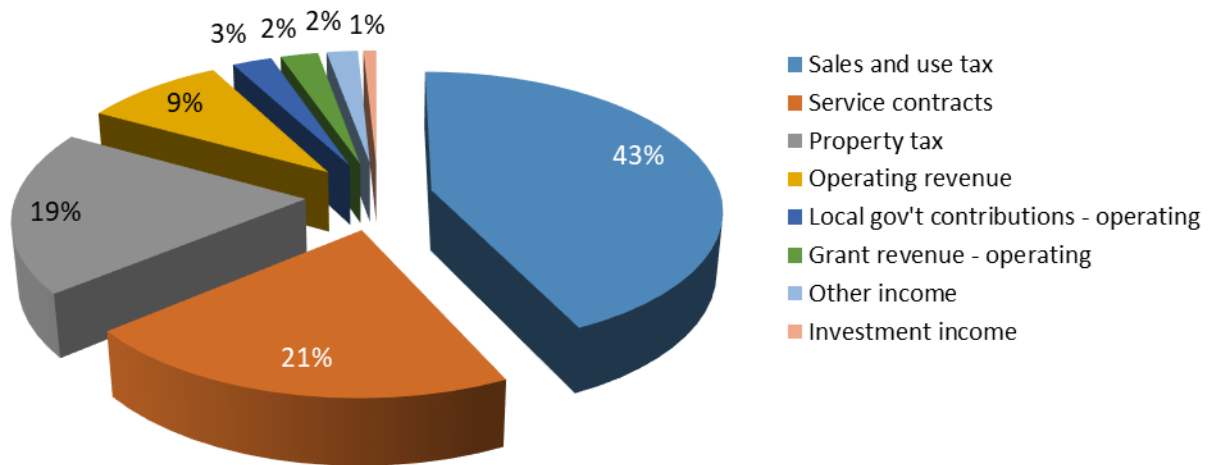
For an explanation of each fund, please refer to the Background section at the end of this report.

4. Estimated Revenue Composition & Assumptions



Revenues (in thousands)	2016	2017	2018	2019	2019	2020 Draft	20/19 Budget	
	Audited	Audited	Audited	Budget	Forecast	Budget	\$ Dif	% Dif
Sales and use tax	\$ 21,123	\$ 22,153	\$ 23,124	\$ 23,297	\$ 25,826	\$ 25,321	\$ 2,024	9%
Property tax	-	-	-	8,457	8,513	10,989	2,532	30%
Service contracts	10,056	10,616	10,699	11,613	11,565	12,426	812	7%
Fare Revenue	4,810	4,853	5,265	5,151	5,327	5,439	288	6%
Grant revenue - operating	1,245	1,245	1,244	1,346	1,346	1,432	86	6%
Local gov't contributions - operating	1,364	1,379	1,736	1,480	1,482	1,521	41	3%
Other income	1,696	1,731	1,682	1,525	2,971	1,185	(340)	-22%
Investment income	89	167	332	324	509	446	121	37%
Subtotal Revenues - Operating	40,383	42,143	44,084	53,193	57,538	58,757	5,564	10%
Local gov't contributions - capital	706	472	535	3,416	3,344	-	(3,416)	-100%
Grant revenue - capital	8,774	1,433	981	13,078	10,496	-	(13,078)	-100%
Subtotal Revenues - Capital	9,480	1,905	1,515	16,494	13,840	-	(16,494)	-100%
Total	\$ 49,863	\$ 44,048	\$ 45,599	\$ 69,687	\$ 71,378	\$ 58,757	\$(10,930)	-16%

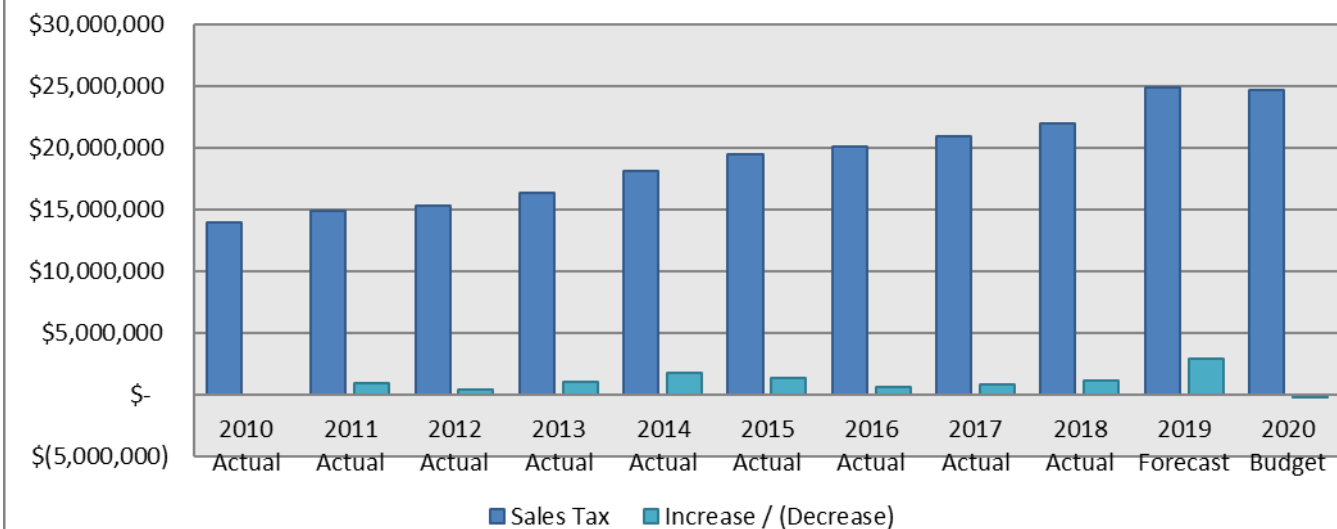
2020 Estimated Revenue Composition



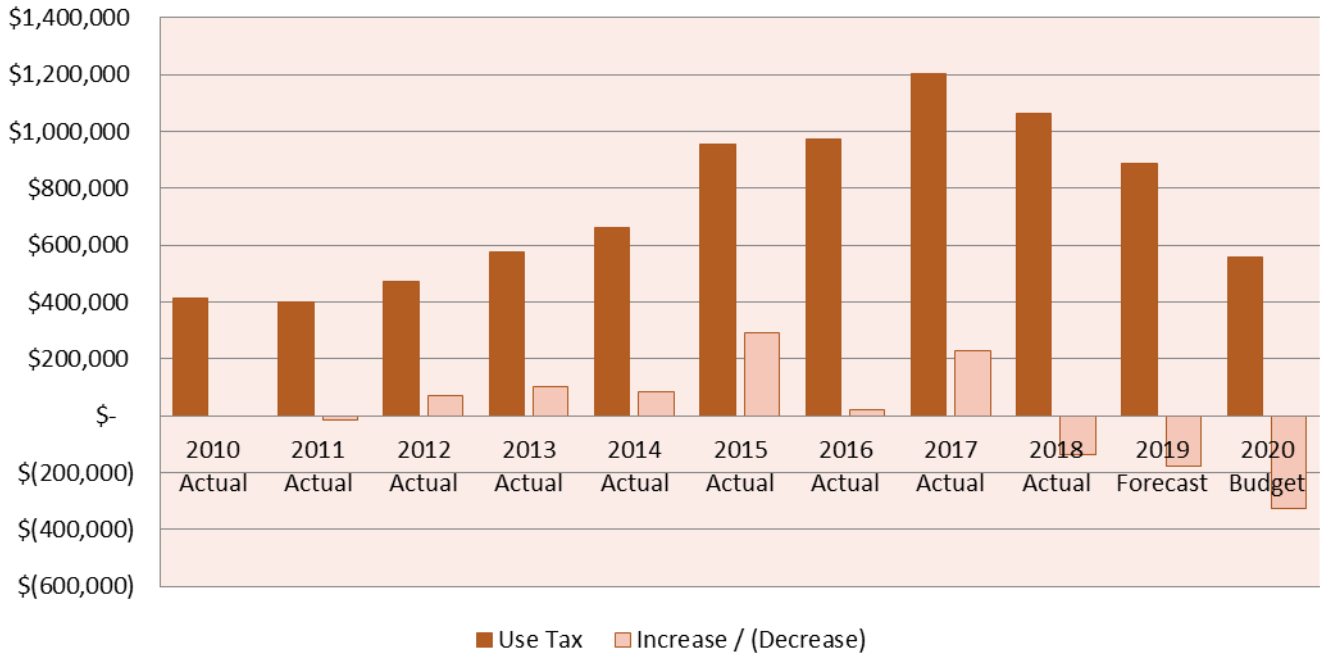
- Sales Tax** revenues are dedicated taxes collected from member jurisdictions based on intergovernmental agreements. The chart below shows preliminary estimates by jurisdiction as of **September 2019**:

Member Jurisdictions	2020 % Increase
Aspen	2.1%
Basalt	1.5%
Carbondale	1.75%
Glenwood Springs	2.0%
Eagle County	0.0%
New Castle	3.0%
Pitkin County	-2.0%
Snowmass Village	0.0%

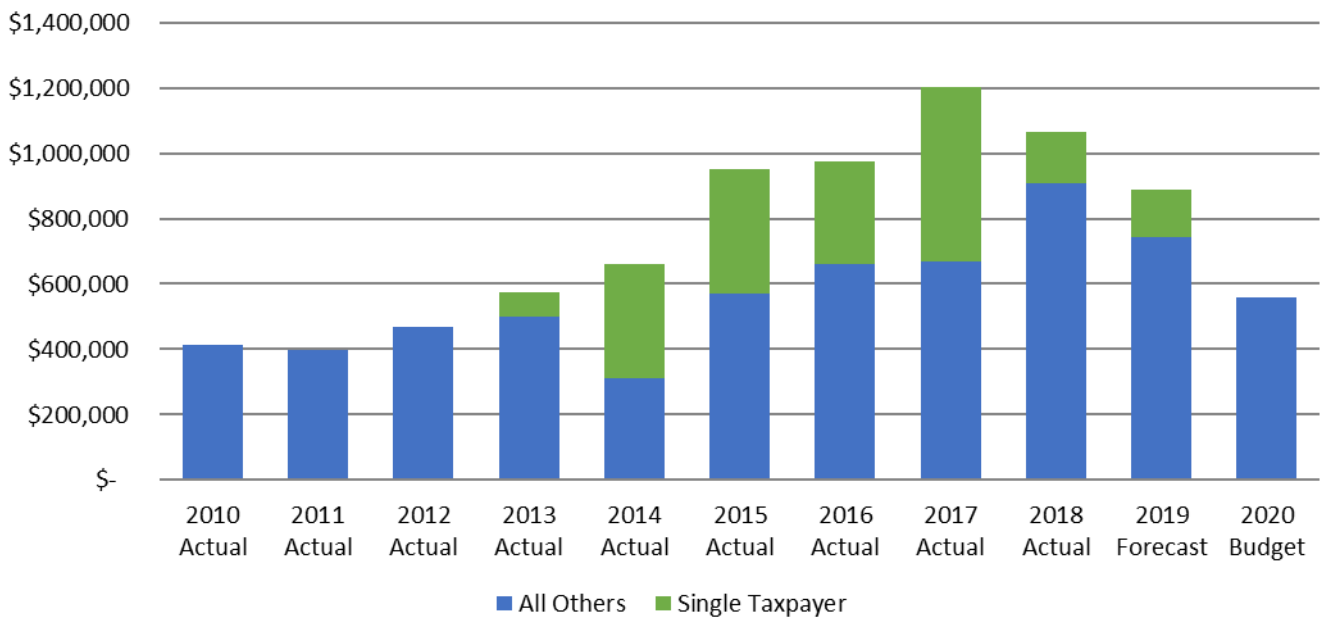
Sales Tax (2010-2020)



Use Tax (2010-2020)



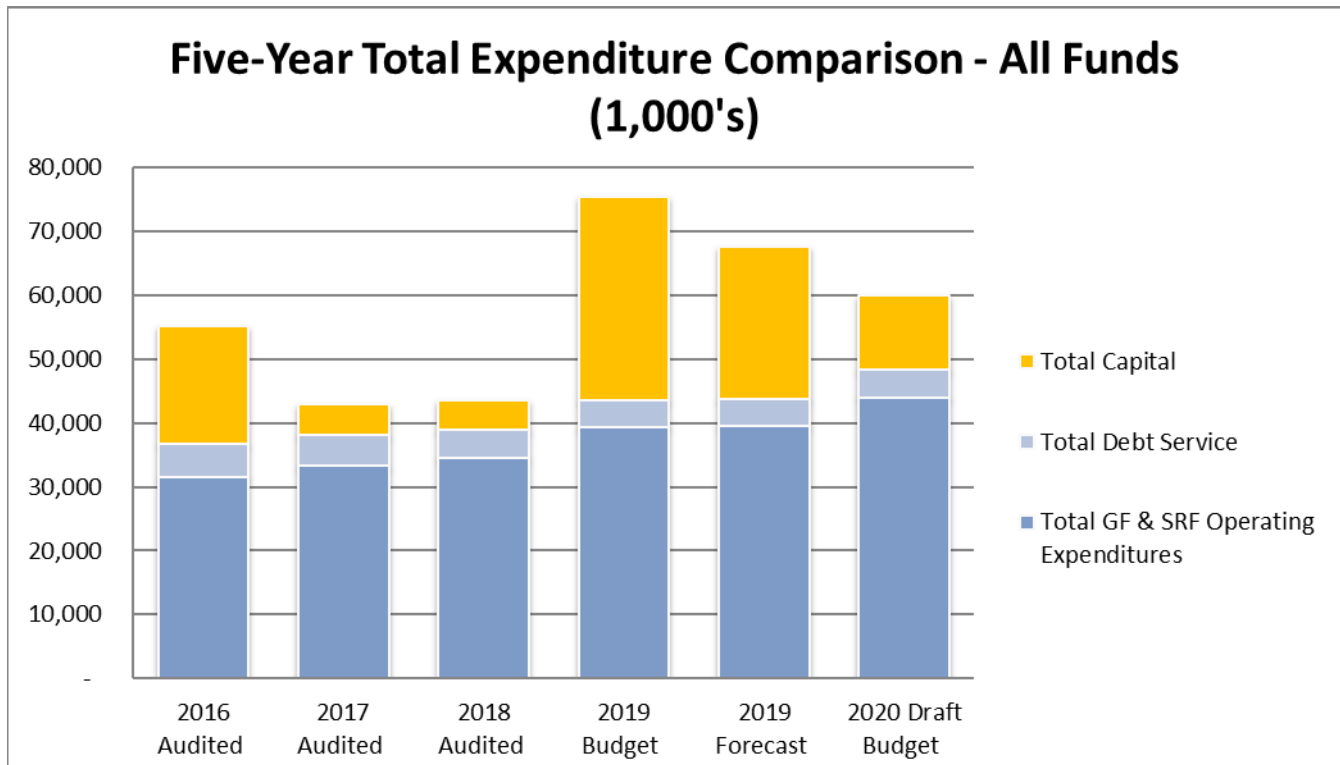
Use Tax (2010-2020)



- Property tax revenues** are collected by the County Treasurer in Pitkin, Eagle and Garfield Counties within RFTA’s member jurisdictions. Based on the preliminary data received from Pitkin, Eagle and Garfield Counties, increases in assessed property values are 10.6%, 6.1% and 9.3%, respectively, within RFTA’s district. Final certifications of assessed valuations will occur in December.

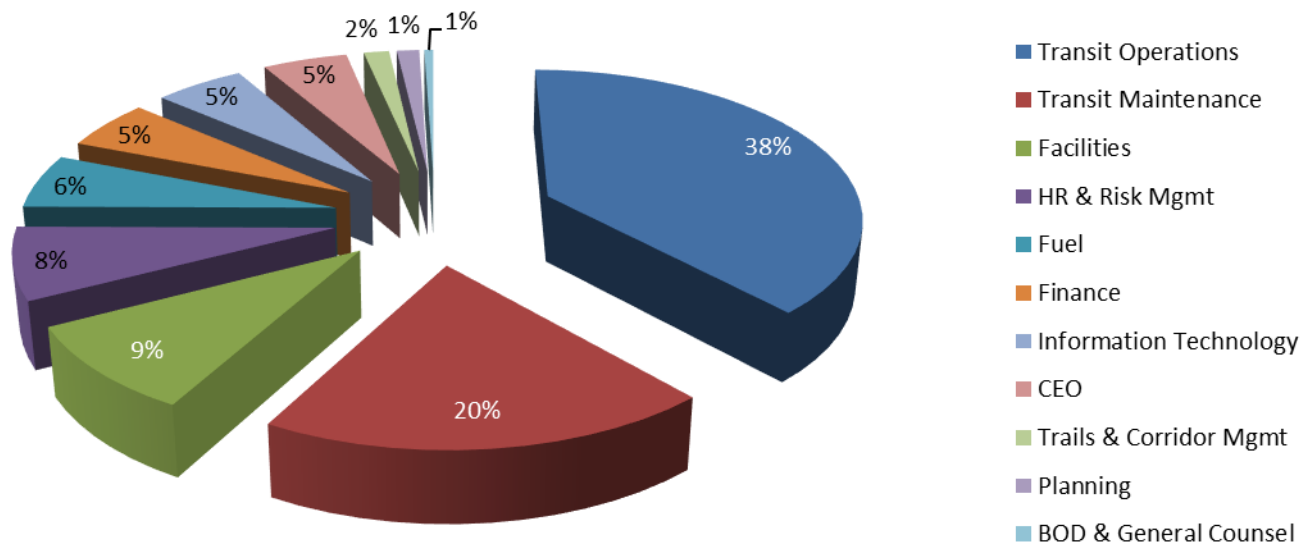
- **Service contract revenues** are for contracted transit services which are billed monthly based on miles and hours by route. The Authority has service contract agreements with the Aspen Skiing Company, the City of Aspen, the City of Glenwood Springs and Garfield County (Travelers Program);
 - The Authority estimated hours and miles by route for each service contract agreement and calculated costs in accordance with each service contract agreement.
- **Operating revenues** reflect transit fares collected primarily on regional routes traveling on Highway 82 and the I-70 Corridor as well as fares related to the Maroon Bells service;
 - 1.5% increase in transit fares as a result of estimated increase in ridership
 - At this time, there is no fare adjustment assumed. Any fare changes directed by the Board will be considered and implemented following a 30-day public comment period and a Public Hearing.
- The Authority receives **operating and capital grant revenues** from the Federal Transit Administration and the Colorado Department of Transportation;
 - \$1,201,678 from the FTA Section 5311 operating grant (7.7% increase from 2019);
 - \$200,000 from CDOT FASTER operating grant (flat from 2019);
 - Staff will be seeking capital grant funds to help fund various capital needs. Funds will be appropriated after grants have been awarded.
 - Additional grant revenues may be added by the final budget.
- **Local governmental contributions** are received to primarily help fund transit programs;
 - The **Elected Officials Transportation Committee (EOTC)** will continue to provide funding for the no-fare Aspen/Snowmass regional transit service. Using the agreed-upon methodology, the preliminary contribution is calculated to be approximately \$690,075 reflecting a 4.7% increase.
 - Assumes that **Garfield County's** support for the Grand Hogback bus service will remain the same at \$760,240.
 - Assumes that the **City of Rifle's** support for the Grand Hogback bus service will remain the same at \$20,000.
- **Other income** primarily consists of employee housing rental revenue in the General Fund, vehicle registration fees in the Bus Stop/Park & Ride Special Revenue Fund, and credits from the Federal Government representing a reimbursement on a portion of the interest paid on the Series 2012A Qualified Energy Conservation Bonds in the Debt Service Fund.
 - Assumes year-round employee housing rental revenue will remain the same.
 - Assumes vehicle registration fees will remain the same.
 - Assumes a 5.9% sequestration rate on refundable credits applicable to the Authority's Build America Bonds and the Qualified Energy Conservation Bonds. The sequestration rate is subject to change.

5. Expenditure by Program/Department & Assumptions



Expenditures (in thousands)	2016 Audited	2017 Audited	2018 Audited	2019 Budget	2019 Forecast	2020 Draft Budget	20/19 Budget	
							\$ Dif	% Dif
Fuel	1,347	1,189	1,095	1,833	1,719	1,756	(77)	-4%
Transit Maintenance	4,288	4,233	4,745	5,147	5,117	6,242	1,095	21%
Transit Operations	8,381	8,703	9,065	10,283	10,659	11,547	1,263	12%
Administration	4,247	4,664	5,096	6,405	6,453	7,806	1,402	22%
Facilities	1,599	1,961	2,211	2,181	2,018	2,171	(10)	0%
Attorney & Board of Directors	161	117	142	137	174	148	11	8%
Trails & Corridor Mgmt	430	489	469	589	604	610	21	4%
Total GF Operating Expenditures	\$ 20,453	\$ 21,355	\$ 22,824	\$ 26,575	\$ 26,743	\$ 30,280	\$ 3,705	14%
SRF - Service Contracts	10,252	11,253	10,987	11,779	11,737	12,625	846	7%
SRF - Bus Shelter / PNR	663	624	716	871	861	976	106	12%
SRF - Mid Valley Trails	62	79	21	121	121	59	(62)	-51%
Total GF & SRF Operating Expenditure:	\$ 31,429	\$ 33,310	\$ 34,547	\$ 39,346	\$ 39,461	\$ 43,940	\$ 4,594	12%
GF - Debt Service	2,344	1,900	1,493	1,551	1,535	1,583	31	2%
Debt Service Fund	2,947	2,955	2,950	2,667	2,667	2,733	67	2%
Total Debt Service	\$ 5,291	\$ 4,855	\$ 4,443	\$ 4,218	\$ 4,202	\$ 4,316	\$ 98	2%
Total Operating & Debt Service	\$ 36,720	\$ 38,166	\$ 38,990	\$ 43,564	\$ 43,663	\$ 48,256	\$ 4,692	11%
GF - Capital Outlay	10,553	4,616	4,563	23,237	21,815	11,684	(11,553)	-50%
SRF - Bus Shelter / PNR - Capital Outlay	143	-	16	-	-	-	-	0%
Capital Projects Fund	7,718	223	-	8,597	2,200	-	(8,597)	0%
Total Capital	\$ 18,414	\$ 4,839	\$ 4,578	\$ 31,833	\$ 24,015	\$ 11,684	\$(20,150)	-63%
Total Expenditures - all funds	\$ 55,134	\$ 43,004	\$ 43,568	\$ 75,398	\$ 67,678	\$ 59,940	\$(15,458)	-21%

2020 Budgeted Operating Expenditures by Department



Department	Fund				2020 Total Budget	%
	General Fund	Service Contracts	Bus Stops/ PNR SRF	Mid Valley Trails SRF		
Fuel	\$ 1,756	\$ 723	\$ -	\$ -	\$ 2,479	6%
Transit Maintenance	\$ 6,242	\$ 2,514	\$ -	\$ -	\$ 8,757	20%
Transit Operations	\$ 11,547	\$ 5,330	\$ -	\$ -	\$ 16,877	38%
CEO	\$ 1,577	\$ 632	\$ -	\$ -	\$ 2,209	5%
Finance	\$ 1,607	\$ 644	\$ -	\$ -	\$ 2,251	5%
Planning	\$ 406	\$ 163	\$ -	\$ -	\$ 568	1%
HR & Risk Mgmt	\$ 2,522	\$ 1,011	\$ -	\$ -	\$ 3,533	8%
Information Technology	\$ 1,694	\$ 679	\$ -	\$ -	\$ 2,373	5%
Facilities	\$ 2,171	\$ 870	\$ 976	\$ -	\$ 4,017	9%
BOD & General Counsel	\$ 148	\$ 59	\$ -	\$ -	\$ 207	0%
Trails & Corridor Mgmt	\$ 610	\$ -	\$ -	\$ 59	\$ 669	2%
Total	\$ 30,280	\$ 12,625	\$ 976	\$ 59	\$ 43,940	100%

- **Compensation Adjustments:**

- The Collective Bargaining Unit (CBU) comprised of full-time bus operators are subject to a scheduled pay increase at the first full payroll period of 2020 in accordance with their contract. Assuming 158 full-time bus operators, the average increase is estimated to be approximately 3.9% resulting in an additional cost of \$294,000.
- Based on the market survey results, which are obtained every two years, the budget reflects the assumptions in the following order:
 - **New minimum adjustments** at the first full payroll of the year
 - **Market adjustments** to salary grades generally used a tiered approach (1% to 5%) at the first full payroll of the year. The average increase is estimated to be approximately 2.5% resulting in an additional cost of \$260,000.
 - For “**hard-to-recruit**” (**HTR**) **positions** identified by management in the Vehicle Maintenance, Facilities, and IT Departments, market adjustments were applied differently based on the grade movement (1% to 11%) of each position at the first full payroll of the year. The average increase for HTR positions is estimated to be approximately 5% resulting in an additional cost of \$185,000.
- For positions outside of the CBU, the budget assumes a merit increase of up to 4% effective at each employee’s annual performance review date, resulting in an additional cost of **\$262,000**. As a reference, the chart below illustrates the impacts of several merit increase scenarios:

Merit Increase Analysis (1,000's)				
Merit Increase Scenario	General Fund	Bus Stop/PNR SRF	Service Contract SRF (Traveler)	Total
1.0%	\$ 61	\$ 1	\$ 2	\$ 66
	0.27%	0.39%	0.43%	0.28%
2.0%	\$ 123	\$ 3	\$ 4	\$ 131
	0.54%	1.16%	0.86%	0.56%
3.0%	\$ 184	\$ 5	\$ 7	\$ 196
	0.81%	1.94%	1.51%	0.84%
4.0%	\$ 246	\$ 7	\$ 9	\$ 262
	1.08%	2.71%	1.94%	1.12%

- The Authority received four **Request for Funding Applications**, two of which were multi-year funding requests that the RFTA Board had approved during the last budget cycle. The budget currently reflects the following:
 - \$100,000 from **WE-cycle**, a 501(c)(3) non-profit organization serving Aspen and Basalt to support bike sharing operations. Funds will be used to help support WE-cycle’s strategic and operational direction, structure, and planning efforts to benefit existing and future bike share services within the Roaring Fork Valley. These funds will provide WE-cycle with essential stability as it plans for its services year over year by allowing WE-cycle to retain year-round office space and support high-level director level positions to provide for a stable and consistent organizational framework. ***WE-cycle applied for a five-year funding request of \$100,000/year which the Board approved during the last budget cycle. This amount represents year three of the five-year funding request.***
 - \$30,000 from **Garfield Clean Energy (GCE)** to support three key program areas and projects: (1) Active Energy Management consultation services to RFTA for its facilities, and hosting of

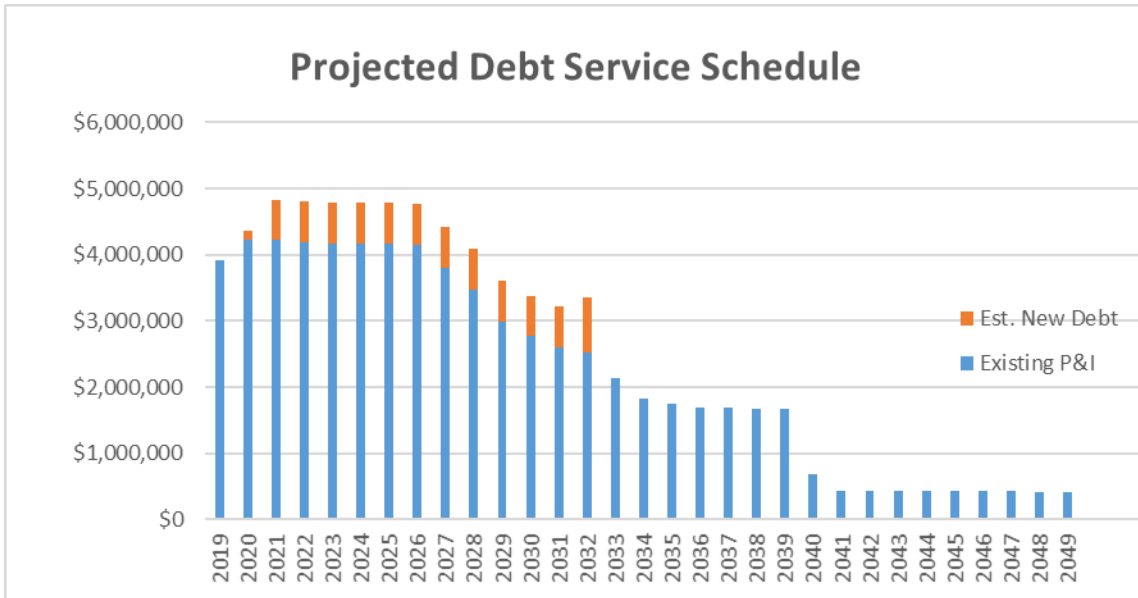
RFTA facilities on the Building Energy Navigator website. (2) Programs to promote and increase availability/use of multi-modal transportation, and adoption of electric and CNG vehicles. (3) Organizational administration, outreach, education, website and reporting. ***GCE applied for a three-year funding request of \$30,000/year which the Board approved during the last budget cycle. This amount represents year the final of the three-year funding request.***

- \$5,000 from **Lower Valley Trail Association (LoVa)** to help fund operational support to fund their efforts aimed at completing the LoVa South Canyon Trails. Such efforts include preparing for the next FLAP Grant award cycle by strengthening their coalition of unified, non-controversial support for the 8.5-mile segment of the LoVa South Canyon Trail. The main focus will be to extend outreach to the downstream beneficiaries of the potential Bicycle Tourism Economy in western Garfield County while also continuing to represent regional trail interests to all municipalities, Garfield County and the Inter-Mountain Transportation Planning Region (CDOT).
- \$4,000 from **Northwest Colorado Council of Governments** to help fund the match for their Section 5310 Mobility Management grant from CDOT.

- Approximately **\$11,684,000** of **capital outlay** has been budgeted:

Capital Expenditure by Project			
Description (1,000's)	General Fund	Grant/Local Assistance	Local Share
Transit			
Bus Replacements (10 Diesel)*	\$ 5,270	\$ -	\$ 5,270
Bus Expansion (5 Diesel)**	\$ 2,635		\$ 2,635
Facilities Improvements	\$ 1,471		\$ 1,471
Bus engine/transmission rebuilds	\$ 570		\$ 570
Equipment/software	\$ 809		\$ 809
Support vehicles	\$ 249		\$ 249
Planning Studies	\$ 220		\$ 220
Subtotal Transit	\$ 11,224	\$ -	\$ 11,224
Trails			
Trail Repair	\$ 460	\$ -	\$ 460
Subtotal Trails	\$ 460	\$ -	\$ 460
Total	\$ 11,684	\$ -	\$ 11,684
*Assumed order placed in 2020 for delivery in 2021, with lease purchase payments starting in 2021; Staff plans to seek grant funding where available.			
**Assumed order placed in 2020 for delivery in 2020, with lease payments starting October 2020.			

- Certain expenditures may be added into the budget through supplemental budget appropriation resolutions during the budget year when funding is available.

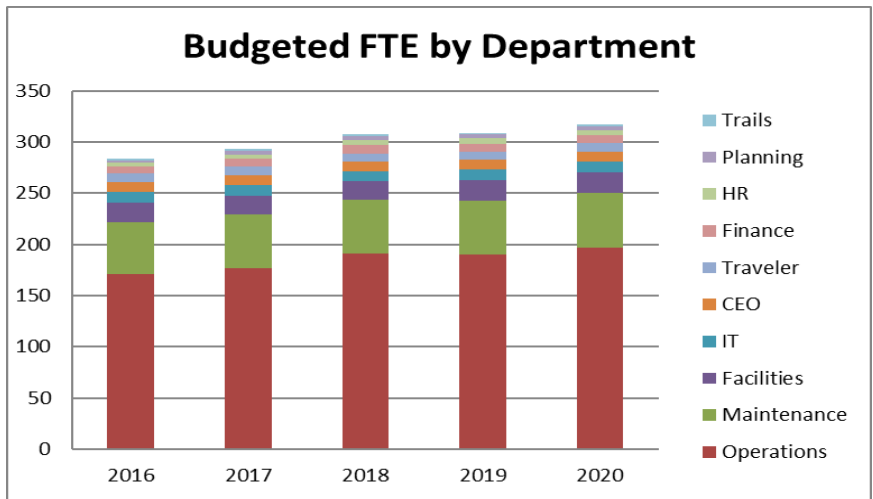


6. Other Financing Sources and Uses Assumptions

- Approximately \$487,000 of current available resources is budgeted to be transferred from the General Fund to the **Bus Stops/Park and Ride** Special Revenue Fund to fund the costs to operate and maintain the BRT stations & park and rides and other stops.
- RFTA will continue to contribute to the **Traveler Program** on behalf of its members located in Garfield County as reflected by the budgeted transfer of approximately \$159,000 of current available resources from the General Fund to the Service Contract Special Revenue Fund.
- In accordance with bond resolutions, approximately \$2.53 million of current available resources will be transferred from the General Fund to the **Debt Service** fund which will be used to fund current debt service payments on RFTA’s outstanding bonds from 2009, 2010, 2012, 2013, and 2019.

7. Staffing

- Assumes 341.2 full-time equivalents (FTEs) compared to 317.1 budgeted in 2019.



- 11.6 FTEs added in the Operations Department
- 7.3 FTEs added in the Vehicle Maintenance Department
- 2.0 FTEs added in the IT Department
- 1.0 FTE added in the CEO Department
- 1.0 FTE added in the Human Resources Department
- 0.5 FTE added in the Finance Department
- 0.6 FTE added in the Trails Department

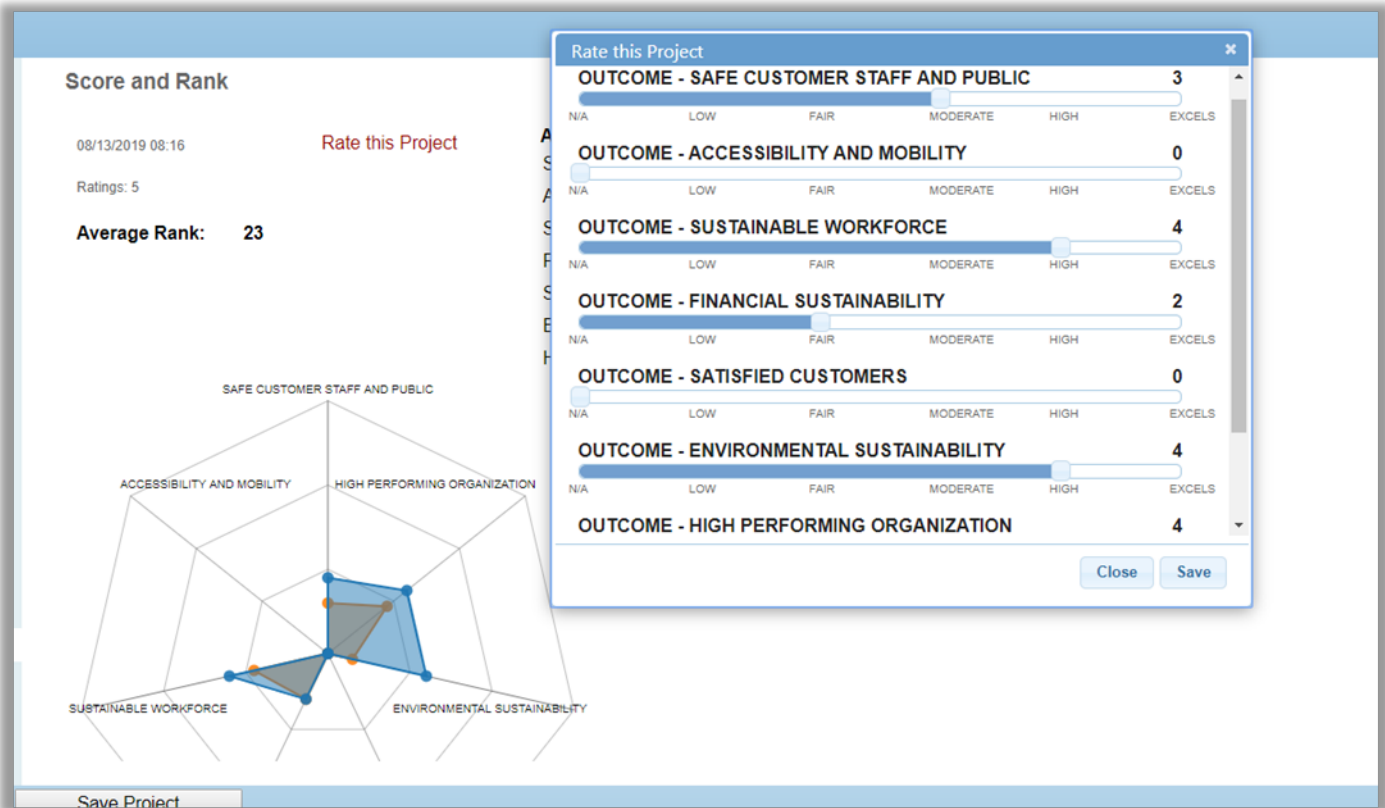
8. Major Goals

Destination 2040 Projects included in draft budget:

- 10 Replacement Buses, 5 Expansion Buses
- Civil Improvements to the Rio Grande Trail
- RFTA Employee Housing Replacement Design
- \$100,000 funding for LoVa Trail as part of local match on a grant application
- Mobility as a Service: Mobility Services Director, Regional First and Last Mile Study, \$200,000 additional support for WE-cycle operations and maintenance

Items not reflected in draft budget:

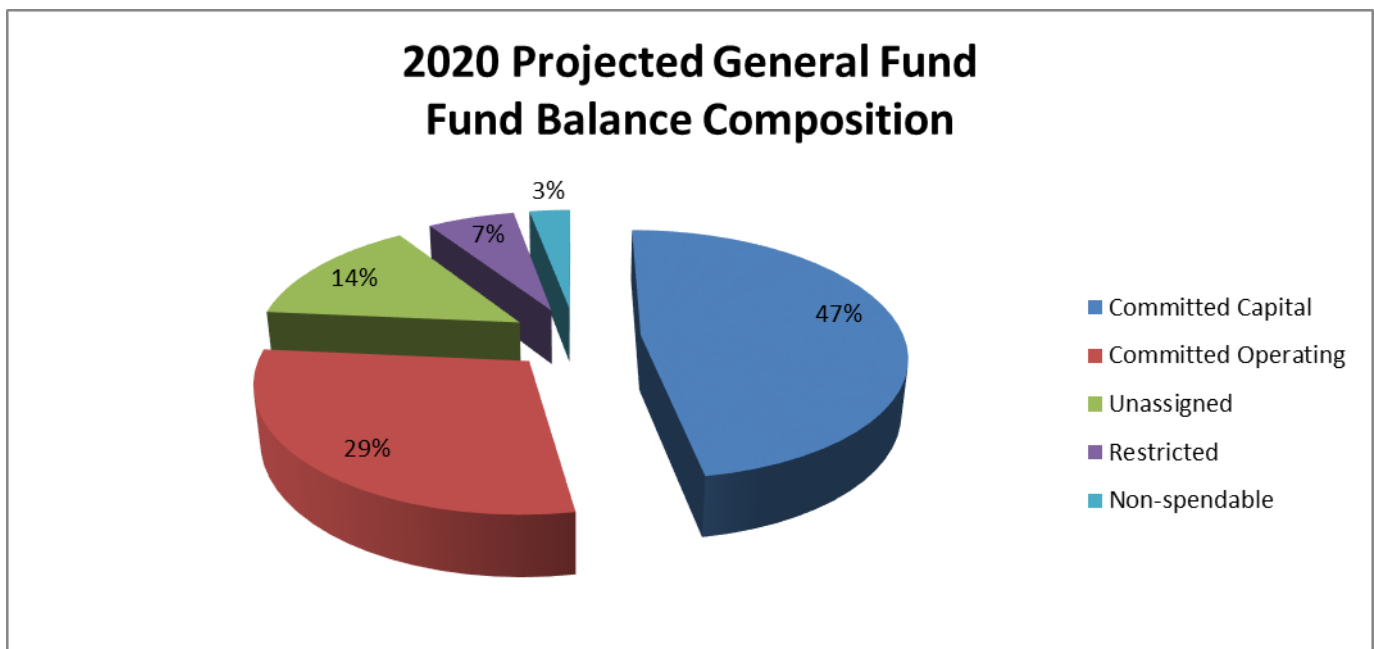
- Replacement vehicles for the Traveler Program



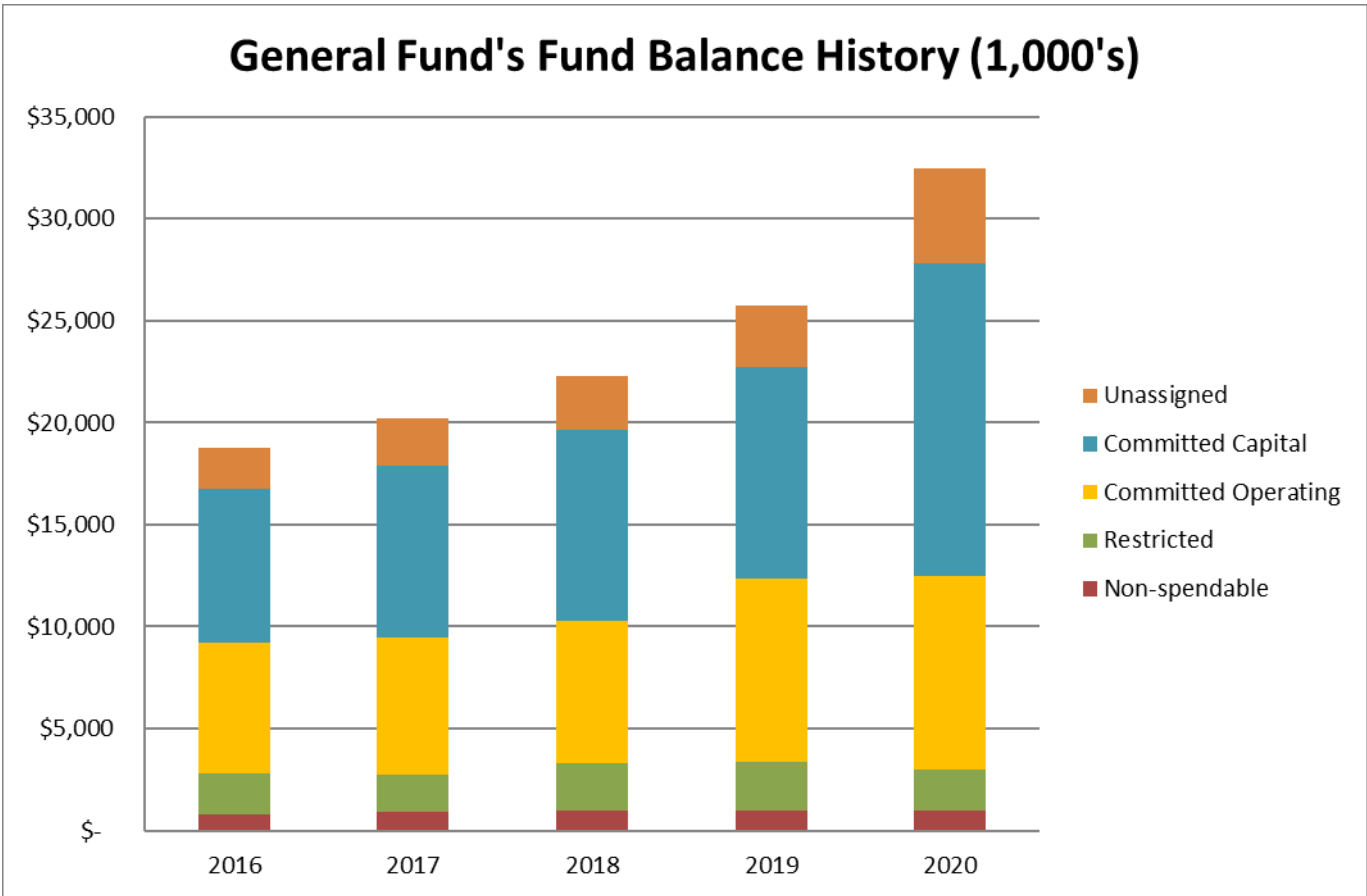
9. Fund Balance

	General	Service	Bus	Mid	Debt	
	Fund	Contracts	Stops/ PNR	Valley Trails	Service Fund	Total
(1,000's)						
Beginning fund balance (budget)	\$ 25,739	\$ -	\$ 97	\$ 108	\$ 920	\$ 26,864
Revenues	\$ 45,538	\$ 12,466	\$ 489	\$ 64	\$ 200	\$ 58,757
Expenditures	\$ (43,546)	\$ (12,625)	\$ (976)	\$ (59)	\$ (2,733)	\$ (59,940)
Other financing source/(use)	\$ 4,725	\$ 159	\$ 487	\$ -	\$ 2,534	\$ 7,905
Change in net assets	\$ 6,717	\$ 0	\$ (0)	\$ 5	\$ -	\$ 6,722
Ending fund balance	\$ 32,456	\$ 0	\$ 97	\$ 113	\$ 920	\$ 33,586
Ending fund balance composition:						
Non-spendable fund balance	\$ 957					\$ 957
Restricted fund balance	\$ 2,054	\$ 0	\$ 97	\$ 113	\$ 920	\$ 3,184
Committed fund balance:						
Operating reserves	\$ 9,494					\$ 9,494
Facilities capital reserves	\$ 3,352					\$ 3,352
Transit capital reserves	\$ 10,750					\$ 10,750
Trails capital reserves	\$ 1,219					\$ 1,219
Unassigned fund balance	\$ 4,629					\$ 4,629
Ending fund balance	\$ 32,456	\$ 0	\$ 97	\$ 113	\$ 920	\$ 33,586

Fund balance is the difference between assets and liabilities and is divided between Non-spendable and Spendable. **Non-spendable** fund balance includes amounts that cannot be spent either because it is not in spendable form or because of legal or contractual constraints. **Spendable** fund balance is comprised of Restricted, Committed and Unassigned fund balance. **Restricted** fund balance includes amounts that are constrained for specific purposes that are externally imposed by providers. **Committed** fund balance includes amounts that are constrained for specific purposes that are internally imposed by the Board. **Unassigned** fund balance includes residual amounts that have not been classified within the previously mentioned categories and is a measure of current available financial resources.



General Fund's Fund Balance History (1,000's)



10. Background information

Fund and fund structure

The Authority Budget and Financial Statement are reported in accordance with generally accepted accounting principles on a modified accrual basis of accounting. All Funds are appropriated.

The General Fund reports operating activity for regional Valley, Grand Hogback and miscellaneous Transit, Trails and Administrative Support services. Additionally, most Capital and Debt Service activity are reported in the General Fund, unless resolution requires otherwise.

The Service Contract Special Revenue Fund reports revenue and operating activity for additional services based on contractual agreement. These services are extra services provided in certain areas within the overall Authority service area.

Bus Stop and Park n Ride Special Revenue Fund reports vehicle registration fee revenue and bus stops and park n ride expenditure activity as required by State rural transit authority enabling legislation. Additionally, by resolution, Garfield County has dedicated certain development fees to construct bus stops and park n ride improvements in unincorporated Garfield County.

Mid Valley Trails Special Revenue Fund reports activity for certain trails activities within Eagle County. As a condition of becoming a member of the Authority, Eagle County dedicated an existing ½ cent sales tax to the Authority. Part of the sales tax was dedicated to trails. In June of 2002 the Authority by resolution adopted the Eagle County Mid Valley Trails Committee. The Committee administers all aspects of appropriating the funds and the Authority provides accounting of the funds and other services as requested by the Committee.

Debt Service Fund:

The Series 2009A Debt Service Fund reports all principal and interest expenditures for the \$6.5 million bond issuance and interest earned as required by resolution. This is a tax-exempt issuance.

The Series 2012A Debt Service Fund reports all principal and interest expenditures for the \$6.65 million Qualified Energy Conservation Bonds issuance (QECCB) and interest earned as required by resolution. The QECCBs allow a Federal reimbursement for 70% of the Qualified Tax Credit Rate of the interest paid.

The Series 2013B Debt Service Fund reports all principal and interest expenditures for the \$1.3 million QECCB issuance and interest earned as required by resolution. The QECCBs allow a Federal reimbursement for 70% of the Qualified Tax Credit Rate of the interest paid.

The Series 2019 Debt Service Fund reports all principal and interest expenditures for the \$24.545 million bond issuance and interest earned as required by resolution. This is a tax-exempt issuance.

Reserve Fund reports all activity related to the required reserves for the Series 2009, Series 2012, Series 2013 Bonds, and Series 2019 Bonds and interest earned as required by resolution.

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

CEO REPORT

TO: RFTA Board of Directors
FROM: Dan Blankenship, CEO
DATE: October 10, 2019

RFTA Board and Staff Meet with Congressional Delegation and USDOT Staff to Discuss RFTA’s BUILD Grant Application:

RFTA Board members Art Riddile and Jeanne McQueeney, along with RFTA staff, Nick Senn, Senior Project Manager, and Dan Blankenship, CEO, traveled to Washington DC September 16 – 18 to share information about RFTA’s BUILD Grant application and GMF expansion plans with RFTA’s Congressional Delegation and U.S. Department of Transportation officials. Although RFTA is well respected and its BUILD grant application has significant merit, RFTA representatives were advised to temper their expectations given that there are approximately \$10 billion in requests for \$900 million in BUILD grant funding. RFTA was also advised to continue its advocacy effort at the State and Federal levels in order to elevate awareness of RFTA’s BUILD grant application to Elaine Chao, Secretary of Transportation, and other senior USDOT officials.



Jeanne McQueeney, Art Riddile, Nicholas Senn, and Dan Blankenship in DC

RFTA 2040 Implementation Update

2019 Capital Infrastructure

- Battery Electric Bus Infrastructure
 - Construction and charging infrastructure is complete
 - Commissioning of chargers is still ongoing. Waiting for software upgrades to allow sequential charging.
 - No additional appropriations planned at this time.



Contractors put the finishing touches on BEB charging equipment

- LOVA Trail
 - Glenwood Springs has spearheaded efforts along with LOVA to pursue a series of grants to construct the LOVA trail from New Castle to Glenwood Springs
 - 2020 draft budget includes \$100,000 in local match to go towards an FMLD grant that is still pending
 - Maintenance of trail is an outstanding question
 - No additional appropriations planned at this time
- Trail Maintenance
 - Trail asphalt repairs have been delayed until 2020 construction season due to inability to secure contractors before construction season ended
 - 2020 draft budget includes \$300,000 to go towards asphalt repair, fencing, rock scaling, shoulder improvements and culvert maintenance
 - 2020 draft budget includes design work to improve Rosebud Trailhead, to include increased parking, vault toilets, lighting and sun shade.
 - No additional appropriations planned at this time
- Mid Valley Stop Improvements
 - Currently in design and engineering to create improvements for the following Bus Stops to provide ADA accessibility, improved amenities, connectivity and comfort:
 - Sage wood
 - Lazy Glen
 - Aspen Village
 - Holland Hills
 - Catherine Store

- Engineering and design to be complete in 2019 with construction in spring of 2020.
 - 2020 draft budget includes \$1.6 million for construction mid-valley stop improvements.
- Feasibility Study of Grade Separated Pedestrian Crossings of Hwy 82 and 27th St.
 - RFTA staff is coordinating a feasibility study to analyze options for above grade and below grade bike/pedestrian crossings of HWY 82 and 27th street.
 - Completion of study anticipated Oct. 2019
 - Findings from this study will help identify a preferred alternative to inform the Glenwood Springs Alternatives Analysis study.
 - No additional appropriations planned at this time
- Grand Avenue Corridor Study (27th Street Parking Expansion, Glenwood In-line Stations, Transit Center, Extension of BRT Downtown, Connections to 1-70 Corridor)
 - RFP was released in Mid-August and proposals were due September 10.
 - RFTA and City of Glenwood Springs staff are finalizing the procurement process to select a team to assist with conducting this study
 - Notice to proceed likely to be given to project team prior to 2019 year end.
- Willits Area Parking Expansion
 - Signage and wayfinding plan in development to guide public and RFTA customers to public parking beneath Whole Foods
 - RFTA staff is currently working with Basalt town staff to coordinate sign installation
 - Communications plan in development to help guide customers to this newly identified parking
 - No appropriations planned at this time
- Aspen Maintenance Facility Expansion Phase 9 (Replace Fuel Farm)
 - Non-fuel farm components at 80% design
 - Fuel farm mechanical design to commence mid-summer 2019
 - Permitting and land entitlement mid-summer 2019
 - Pitkin County Building Permit submitted on 7/31
 - State permits to be submitted September 9
 - Scheduled to break ground April 2020
 - No new appropriations planned at this time
- Glenwood Maintenance Facility (GMF) Expansion
 - RFTA Board has submitted a letter of interest to purchase the Glenwood Springs Municipal Operations Center.
 - Vehicle Maintenance Bay expansion design to be at 70% by mid-October.
 - RFTA submitted another BUILD grant on July 14 to help expand the GMF facility
 - No new appropriations planned at this time
- Replacement Office/Housing in Carbondale
 - Programming for employee housing continues
 - 2020 draft budget includes \$1 million for site master planning
- WE-Cycle
 - RFTA staff is coordinating efforts with We-Cycle, Carbondale and Glenwood Springs regarding bike share expansion plans in 2020 and 2021.
 - RFTA is also working with We-Cycle staff to evaluate technical and operational capacity to facilitate We-Cycle expansion beyond their current operations
 - RFTA staff to discuss next steps with Board at September Board Meeting

2019 Service Delivery

- 30 Minute Peak Hogback Service
 - Service planning on track for December 2019 Start Date

2019 Bus Procurement

- 8 New Flyer Excelsior Battery Electric Buses
 - RFTA is currently in possession of 4 BEB's. The remaining 4 will be delivered by first week of November.
 - Commissioning and training will occur Sept - November with buses planned to be in revenue service late November 2019
 - No additional appropriations planned at this time



Four of the Eight BEB's will begin testing Oct. 7



BEB being delivered to RFTA makes stop in Keystone during the CASTA Fall Conference for attendees to get an up-close look

- 10 Gillig Clean Diesel, Low Floor Buses
 - Contract to purchase issued 1/28/2019
 - First bus scheduled for delivery on Oct 28.
 - Remaining 9 buses will arrive by early December 2019
- 6 Motor Coach Buses
 - RFTA awaiting contract award through the state of Washington to purchase these 6 coach buses.
- 2020 draft budget includes funding for 10 replacement buses and 5 expansion buses.

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

August YTD)

2019 Budget Year				
General Fund	August YTD			
	Actual	Budget	% Var.	Annual Budget
Revenues				
Sales and Use tax (1)	\$ 12,968,409	\$ 11,687,189	11.0%	\$ 23,236,000
Property Tax	\$ 8,512,568	\$ 8,457,000	0.7%	\$ 8,457,000
Grants	\$ 1,277,346	\$ 1,277,346	0.0%	\$ 11,812,281
Fares (2)	\$ 3,330,255	\$ 3,201,450	4.0%	\$ 5,151,000
Other govt contributions	\$ 2,210,251	\$ 2,207,486	0.1%	\$ 4,895,906
Other income	\$ 661,814	\$ 651,814	1.5%	\$ 804,300
Total Revenues	\$ 28,960,643	\$ 27,482,284	5.4%	\$ 54,356,487
Expenditures				
Fuel	\$ 1,115,628	\$ 1,285,461	-13.2%	\$ 1,833,277
Transit	\$ 15,736,100	\$ 16,542,694	-4.9%	\$ 24,153,005
Trails & Corridor Mgmt	\$ 249,375	\$ 241,097	3.4%	\$ 589,025
Capital	\$ 2,334,632	\$ 2,255,091	3.5%	\$ 22,283,639
Debt service	\$ 624,422	\$ 584,884	6.8%	\$ 1,551,321
Total Expenditures	\$ 20,060,156	\$ 20,909,227	-4.1%	\$ 50,410,267
Other Financing Sources/Uses				
Other financing sources	\$ 235,870	\$ 235,870	0.0%	\$ 365,978
Other financing uses	\$ (1,814,744)	\$ (1,814,744)	0.0%	\$ (2,769,053)
Total Other Financing Sources/Uses	\$ (1,578,874)	\$ (1,578,874)	0.0%	\$ (2,403,075)
Change in Fund Balance (3)	\$ 7,321,612	\$ 4,994,184	-46.6%	\$ 1,543,145

(1) Sales tax revenue is received 2 months in arrears (i.e. June tax is received and recorded in August).

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

Fare Revenue:	YTD 8/2018	YTD 8/2019	Increase/ (Decrease)	% Change
Regional Fares	\$ 2,765,196	\$ 2,895,585	\$ 130,389	5%
Maroon Bells	\$ 447,551	\$ 415,817	\$ (31,734)	-7%
Total Fare Revenue	\$ 3,212,747	\$ 3,311,402	\$ 98,655	3%
Ridership on RFTA Regional Services*:	YTD 8/2018	YTD 8/2019	Increase/ (Decrease)	% Change
Highway 82 (Local & Express)	627,614	627,428	(186)	0%
BRT	666,042	718,989	52,947	8%
Carbondale Shuttle	105,191	104,991	(200)	0%
SM-DV	52,555	57,902	5,347	10%
SM-INT	174,845	181,764	6,919	4%
Grand Hogback	70,600	70,288	(312)	0%
Maroon Bells	158,299	152,871	(5,428)	-3%
Total Ridership on RFTA Fare Services	1,855,146	1,914,233	59,087	3%
Avg. Fare/Ride	\$ 1.63	\$ 1.64	\$ 0.01	1%
Avg. Fare/Ride MB	\$ 2.83	\$ 2.72	\$ (0.11)	-4%

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

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

RFTA System-Wide Transit Service Mileage and Hours Report								
Transit Service	Mileage August 2019 YTD				Hours July August YTD			
	Actual	Budget	Variance	% Var.	Actual	Budget	Variance	% Var.
RF Valley Commuter	2,884,463	2,877,673	6,790	0.2%	130,983	130,159	824	0.6%
City of Aspen (1)	393,636	433,581	(39,945)	-9.2%	44,932	46,668	(1,736)	-3.7%
Aspen Skiing Company	205,993	227,394	(21,401)	-9.4%	15,673	15,206	467	3.1%
Ride Glenwood Springs	79,180	79,630	(450)	-0.6%	6,550	6,543	7	0.1%
Grand Hogback	145,498	144,440	1,058	0.7%	5,713	5,653	60	1.1%
Specials/Charters	11,023	7,055	3,968	56.2%	888	664	224	33.7%
Senior Van	13,539	13,579	(40)	-0.3%	1,200	1,226	(26)	-2.1%
MAA Burlingame	23,676	23,646	30	0.1%	1,680	1,663	18	1.1%
Maroon Bells (2)	48,818	55,335	(6,517)	-11.8%	3,988	4,465	(477)	-10.7%
Total	3,805,826	3,862,333	(56,507)	-1.5%	211,608	212,248	(640)	-0.3%

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

Roaring Fork Transportation Authority System-Wide Ridership Comparison Report				
Service	Aug-18 YTD	Aug-19 YTD	# Variance	% Variance
City of Aspen	1,038,887	1,095,397	56,510	5.44%
RF Valley Commuter	1,877,012	1,952,093	75,081	4.00%
Grand Hogback	70,600	70,288	(312)	-0.44%
Aspen Skiing Company	433,754	471,717	37,963	8.75%
Ride Glenwood Springs	115,304	111,402	(3,902)	-3.38%
X-games/Charter	28,398	47,164	18,766	66.08%
Senior Van	2,712	2,687	(25)	-0.92%
MAA Burlingame	62,844	65,053	2,209	3.52%
Maroon Bells	158,299	152,871	(5,428)	-3.43%
Total	3,787,810	3,968,672	180,862	4.77%
Subset of Roaring Fork Valley Commuter Service with BRT in 2019				
Service	YTD Aug 2018	YTD Aug 2019	Dif +/-	% Dif +/-
Highway 82 Corridor Local/Express	627,614	627,428	(186)	-0.03%
BRT	666,042	718,989	52,947	7.95%
Total	1,293,656	1,346,417	52,761	4.08%

2020 RFTA Annual Budget – Schedule

Date	Activity	Status
8/8/2019	Discussion/Direction/Action: Preliminary planning initiatives, assumptions and issues.	<i>Completed</i>
9/12/2019	Presentation/Direction/Action: 1 st draft budget presentation	<i>Completed</i>
10/10/2019	Presentation/Direction/Action: 2 nd draft budget presentation	<i>On schedule</i>
11/7/2019 or 12/12/2019	Public Hearing: Final budget presentation and adoption	<i>On schedule</i>
12/12/2019	Public Hearing: Review and approve the final certifications of valuations from the Eagle, Garfield, and Pitkin County Assessors	<i>On Schedule</i>

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

Facilities and Bus Stop Maintenance October 10, 2019 Capital Projects Update

Projects currently under construction:

Rio Grande Trail improvements:

- The replacement of the decking on the Roaring Fork, Emma and Wingo Junction bridges has been completed. The work to repair the Sopris Creek bridge abutments will be completed this fall when the water levels in the creek are lower.

Parker House water delivery system:

- The work to replace the water delivery system at the Parker House employee housing units is complete. During this project it was discovered that at some point in the past the facilities connection to the city sewer line had broken and was allowing tree roots to grow in the line. This issue was repaired as well during the course of the project.

Construction projects completed to in 2019:

Staff has completed the following construction projects in 2019.

- The remodeling of unit 6 and cabin1 at the Parker house has been completed.
- The remediation of the damage done by the raccoons at the CMF has been completed.
- Parker house sewer system repairs
- BEB charging systems
- Blue Lake bus stop construction and rehab
- Parker House water delivery system replacement and sewer line repair.

Construction projects currently out to bid:

- In September RFTA staff put the refinishing of the BRT station benches out to bid. RFTA did not receive and bidder for this project. Staff surveyed prospective bidders to determine why no one bid the project and the unanimous response was that everyone was too busy to take on additional work. Staff is going to pursue this project and rebid it at a later date when construction activity is slower.

Construction projects currently in the design process:

- AMF tank farm replacement. 100% plans have been delivered, RFTA has submitted a permit application to Pitkin County for this project and the RFP for the project is being developed.
- The 60% plan set for Phase 2 of the GMF expansion/ RTC project have been reviewed by staff and the design team is preparing the 90% set. Staff is also preparing to submit the project to the City of Glenwood Spring and begin the permitting process.
- Rio Grande trail design standards. The final version of the Rio Grande trail standards has been submitted to staff for one last review before they are final.
- Design of the HVAC upgrades necessary to allow CNG buses to be serviced at the AMF and upgrades to both the AMF and GMF building automation systems (BAS). The plan set is currently at 30% design. The design team is set to visit the site the week of October 7 to gather additional information to continue the design.
- Improvements to 5 Mid-Valley stations. Staff has received the 75% plan set and will be discussing some proposed additions to the scope of the project before the project is sent back to the design team.
- 27 street pedestrian crossing. The conceptual study for this project has been completed.

Facilities, Rail Corridor & Trail Update RFTA Railroad Corridor

Right-of-Way Land Management Project: Along with its legal and engineering consultants, RFTA staff is and will be working on the following tasks in 2019:

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

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

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

- **Recreational Trails Plan (RTP)** – The Planning Department and Facilities departments are working collaboratively with regional stakeholders to update the 2005 Recreational Trails Plan (RTP). Following unanimous RFTA Board adoption of the Access Control Plan (ACP) in early 2018, the RTP is the second component plan of the larger Corridor Comprehensive Plan that guides management of the entire Rio Grande Railroad Corridor from Glenwood Springs to Aspen. (Ongoing)
- **Federal Grant Right of Way (fgrow) project** – Staff continues to identify and approach adjacent property owners located in the fgrow areas in an attempt to negotiate the exchange of Bargain and Sale deeds (ongoing).
- **Covenant Enforcement Commission (CEC)** – Staff completed the annual CEC assessment of the Railroad Corridor on Thursday and Friday, September 19th and 20th. The Railroad Corridor looks good, there are just a few areas that still require cleanup, but staff is working diligently with the adjacent neighbors to get the last of the encroachments cleaned up.

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



- Staff continues working to beautify the corridor through Carbondale, called the Rio Grande ArtWay.
 - The Masterplan is on RFTA's website. <http://www.rfta.com/trail-documentation/>
 - ❖ Please feel free to reach out to Brett Meredith, bmeredith@rfta.com if you have any questions or comments regarding this community, place-making project.
 - **An ARTchway Celebration will take place on Sunday, October 6th from 2-4pm at DeRail Park.** Project participants will be recognized for their contributions. RFTA Leadership/Staff is invited to attend.
 - The Youth ArtPark design process is getting underway
 - Rail artifacts that have been refurbished will begin to show up along the ArtWay Corridor
- Staff has been busy this summer trying to keep the vegetation at bay; other projects include tree trimming/removal, goats, revegetation, noxious weed control, ArtWay projects, and sweeping as necessary.
- Staff is constantly out pulling, chopping, weed whipping, and mowing weeds along the corridor.
- Mueller Construction will come back to finish the Sopris Creek/Emma Bridge Repair Project later this fall.
- Staff is working on the Recreational Trails Plan update, as a part of the much larger Comprehensive Plan for the corridor.
- Staff launched a trail etiquette campaign. It will be a year long endeavor with each month having different themes. The themes range anywhere from being prepared to following rules to respecting other trail users. The tagline for the campaign is "Connect Protect Respect" and you can find out more here: www.riograndetrail.com
- Staff has been coordinating with Goat Green and keeping an eye on the goats. It was another successful year.

- The goats spent 35 days here and worked almost 35 acres.
- The goats worked Emma to Hooks Ln and then along CR 100 outside of Carbondale where we ran out of budget.
- Staff presented the project to the Garfield County Weed Board
- Staff hired DHM to perform a vegetation analysis and to put together a revegetation plan for the corridor.
- Staff has been researching and trying equipment to find the best mower for keeping the shoulders and intersection sight lines clear.
- Staff has been collaborating with our on-call engineer/architects to create the Rio Grande Trail Standards, a draft is complete and a final version should be ready shortly.



Example of refurbished railroad artifact along ArtWay (still in progress)



Another example of refurbished railroad artifact along ArtWay (still in progress)



RFTA Planning Department Monthly Update October 10th, 2019

RFTA Vision

Connecting our region with transit and trails.

RFTA Mission

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

RFTA Strategic Outcomes

Safety, Accessibility/Mobility, Sustainable Workforce, Financial Sustainability, Environmental Sustainability, Satisfied Customers, High Performing Organization

Current Planning Projects

Garfield County Transit Providers Meeting

CDOT conducted a meeting for Garfield County transit providers at Glenwood Springs City Hall on Monday September 16, 2019. The purpose of the meeting was for CDOT Staff to gain a better understanding of how transit providers are utilizing grant funding for bus replacement, and how all of the stakeholders are collaborating. Agencies represented were RFTA, City of Glenwood Springs, Northwest Colorado Council of Governments (NWCCOG) Mountain Rides and Mountain Valley Developmental Services. Although no major action items were affirmed, or strategic projects were created, the relationship building with CDOT and regional stakeholders is always beneficial.

CDOT Tour of GMF

On the afternoon of September 16, 2019 RFTA Facilities and Planning Staff hosted a CDOT hard hat tour of the Glenwood Springs Maintenance Facility (GMF)/Regional Transit Center (RTC) site. The purpose of the tour was for CDOT staff to gain comfortability with RFTA's technical and financial capacity to manage facility grant projects. Staff continues to finalize the scope of work and milestones for facility grants that were awarded via the FY19 CDOT Consolidated Call for Capital Projects (CCCP) Program. The notice of funding announcement (NOFA) for this year's funding was released on September 30th and applications are due November 18th.

CASTA Battery Electric Bus (BEB) Session

In tandem with the State of Colorado's aggressive goal of 100% renewable electricity by 2040, Governor Polis's first [Executive Order B 2019 002](#) set forth a transition to zero emission vehicles. All State agencies, including CDOT, are now mandated to redirect and align their budgets and grant funding (i.e. VW Settlement funding) toward these electrification goals. CDOT hired Rocky Mountain Institute (RMI) to moderate a session at the annual CASTA meeting in Keystone to coach transit agencies on the basics of battery electric bus (BEB) operations and how to submit smart grant applications. Both RTD and RFTA were asked to make brief presentations about their fleet electrification projects and lessons learned. The takeaway was that BEB technology is a paradigm shift and the required operational adjustment cascade through organizations, whether the agency is prepared or not. Proactive and frequent coordination/collaboration with internal staff and external stakeholders is crucial for project success.