

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

TIME: 8:30 a.m. – 11:00 a.m., Thursday, October 11, 2018

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

(This Agenda may change before the meeting)

	Agenda Item	Policy	Purpose	Est. Time
1	Call to Order / Roll Call:		Quorum	8:30 a.m.
2	Approval of Minutes: RFTA Board Meeting, September 13, 2018, page 3		Approve	8:31 a.m.
3	Executive Session: Three Matters: 1) Pursuant to C.R.S. 24-6-402 (4)(e)(I); determining positions that may be subject to negotiations: developing strategy for negotiations and instructing negotiators (Sos – Alpine Tire; 2) Pursuant to C.R.S. 24-6-602 (e) and (f): CEO Performance Review; and 3) 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: 09/28/2018 bus accident.		Executive Session	8:32 a.m.
4	Public Comment: Regarding items not on the Agenda (up to one hour will be allotted if necessary, however, comments will be limited to three minutes per person).		Public Input	9:00 a.m.
5	Items Added to Agenda – Board Member Comments:	4.3.3.C	Comments	9:10 a.m.
6	Consent Agenda:			9:15 a.m.
	A. Revised RFTA Investment Policy – Michael Yang, CFAO, page 7	2.8.11	Approve	
	B. RFTA Letter of Support for the Garfield County – CDOT “Safe Routes” to Riverview School Grant Application – Angela Henderson, Assistant Director, Project Management and Facilities Operations, page 8	4.2.5	Approve	
7	Presentation/Action Items:			
	A. RFTA Ballot Question 7A Election Update – Dan Blankenship, CEO, page 9	4.2.1	Discussion/ Direction	9:20 a.m.
	B. Presentation of Second Draft of RFTA 2019 Budget – Michael Yang, CFAO, and Paul Hamilton, Director of Finance page 14	4.2.5	Discussion/ Direction	9:40 a.m.
	C. Recreational Trails Plan Update – Jason White, Assistant Planner, page 31	1.2	Update	10:10 a.m.
8	Information/Updates:			
	A. CEO Report – Dan Blankenship, CEO, page 33	2.8.6	FYI	10:40 a.m.
9	Issues to be Considered at Next Meeting:			
	To Be Determined at October 11, 2018 Meeting	4.3	Meeting Planning	10:50 a.m.
	(Agenda Continued on Next Page)			

	Agenda Item	Policy	Purpose	Est. Time
10	Next Meeting: 8:30 a.m. – 11:30 a.m., November 8, 2018 at Carbondale Town Hall	4.3	Meeting Planning	10:55 a.m.
11	Adjournment:		Adjourn	11:00 a.m.

**PUBLIC NOTICE
ROARING FORK TRANSPORTATION AUTHORITY
GLENWOOD SPRINGS, COLORADO**

PUBLIC NOTICE is hereby given by the Roaring Fork Transportation Authority (RFTA) Board of Directors, pursuant to the Colorado Open Meetings Law (Colorado Revised Statutes Section 24-6-401, et. seq.) that a meeting will be held during the lunch hour or earlier following the conclusion of the regularly scheduled Board meeting held on Thursday, October, 11, 2018 at 8:30 a.m. at the Carbondale Town Hall, 511 Colorado Avenue, Carbondale, Colorado 81623 (Carbondale Town Hall telephone number (970) 963-2733). The purpose of this meeting is to observe, discuss and/or participate in the meeting of RFTA campaign and issue committee, “On Board with RFTA,” in relation to the ballot issue question to be placed on the ballot at the November 6, 2018 Colorado General Election. This notice is given in the event that three or more members of the RFTA Board of Directors are in attendance, in which case the meeting will be declared to be an open meeting, open to the public at all times. Comments or questions may be sent to the following address:

Nicole R. Schoon
Secretary to the RFTA Board of Directors
2307 Wulfsohn Road
Glenwood Springs, CO 81601
Ph: (970) 384-4974
nschoon@rfta.com

Mission/Vision Statement:

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

Values Statements:

- ✓ **Safe** – Safety is RFTA’s highest priority.
- ✓ **Accountable** – RFTA will be financially sustainable and accountable to the public, its users, and its employees.
- ✓ **Affordable** – RFTA will offer affordable and competitive transportation options.
- ✓ **Convenient** – RFTA’s programs and services will be convenient and easy to use.
- ✓ **Dependable** – RFTA will meet the public’s expectations for quality and reliability of services and facilities.
- ✓ **Efficient** – RFTA will be agile and efficient in management, operations and use of resources.
- ✓ **Sustainable** – RFTA will be environmentally responsible.

**ROARING FORK TRANSPORTATION AUTHORITY
BOARD MEETING MINUTES
September 13, 2018**

Board Members Present:

George Newman-Chair (Pitkin County); Jeanne McQueeney-Vice-Chair (Eagle County); Jacque Whitsitt (Town of Basalt); Art Riddile (Town of New Castle); Markey Butler (Town of Snowmass Village)

Voting Alternates Present:

Ann Mullins (City of Aspen); Ben Bohmfalk (Town of Carbondale)

Non-Voting Alternates Present:

Greg Poschman (Pitkin County)

Staff Present:

Dan Blankenship, Chief Executive Officer (CEO); Paul Taddune, General Counsel; Michael Yang, Chief Financial and Administrative Officer (CFAO); Kurt Ravenschlag, Chief Operating Officer (COO); Nicole Schoon, Secretary to the Board of Directors; Angela Henderson and Abbey Pascoe, Facilities & Trails Department; David Johnson, Director of Planning; Paul Hamilton, Finance Director; Kenny Osier, Director of Vehicle Maintenance

Visitors Present:

Ralph Trapani and Emily Kushto (Parsons); Scott Condon (Aspen Times); John Krueger (City of Aspen); Tanya Allen (City of Glenwood Springs)

Agenda

Note: Blue Hyperlinks to the September 13, 2018 Board meeting video have been inserted for each Agenda item below. Please view video for additional information.

Due to technical difficulties a portion of the video is missing picture, and the video is of poor quality.

1. Roll Call:

George Newman called the RFTA Board of Directors to order at 8:36 a.m. Newman declared a quorum to be present (7 member jurisdictions present) and the meeting began at 8:36 a.m.

2. Approval of Minutes:

Jacque Whitsitt moved to approve the minutes of the August 9, 2018 Board Meeting, and Markey Butler seconded the motion. The motion was unanimously approved.

3. Executive Session:

Whitsitt moved to adjourn into Executive Session and Jeanne McQueeney seconded the motion. The motion was unanimously approved. The Board adjourned into Executive Session at 8:38 a.m.

A. Two Matters: Paul Taddune, General Counsel:

- 1) Pursuant to C.R.S. 24-6-402 (4)(e)(I); determining positions that may be subject to negotiations: developing strategy for negotiations and instructing negotiators (Sos/Alpine Tire); and
- 2) C.R.S 24-6-402 (4)(e)(I); determining positions that may be subject to negotiations: developing strategy for negotiations and instructing negotiators (Aspen Skiing Company Transit Service Agreement)

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

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

No action was taken during the Executive Session. The Executive Session adjourned at 9:01 a.m.

4. Public Comment:

Newman asked if any member of the public would like to address the Board or make a comment regarding items not on the September 13, 2018 Board Agenda. No members of the public had any comments.

Newman closed Public Comments at 9:02 a.m.

5. Items Added to Agenda – Board Member Comments:

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

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

Art Riddile stated that the Town of New Castle is unanimously endorsing the RFTA tax ballot measure of 2.65 mills.

Newman thanked Riddile and Butler for their participation in the Campaign Committee and feels that there is a good and robust campaign in place for the upcoming ballot measure.

Newman closed Board comments at 9:08 a.m.

6. Consent Agenda:

A. Resolution 2018-19: Designating a Location for Posting Public Notices of Board Meetings – Dan Blankenship, CEO

Whitsitt moved to approve Resolution 2018-19: Designating a Location for Posting Public Notices of Board Meetings, and Riddile seconded the motion. The motion was unanimously approved.

B. Aspen Skiing Company Transit Service Agreement – Dan Blankenship, CEO

Whitsitt moved to approve the Aspen Skiing Company Transit Service Agreement, and Riddile seconded the motion. The motion was unanimously approved.

C. Refund Request for Ride Glenwood Springs 2017 Back-Up Service – Dan Blankenship, CEO

Butler requested additional information regarding the Ride Glenwood Springs refund.

Blankenship stated that during the Grand Avenue Bridge (GAB) construction, the Ride Glenwood Springs (RGS) bus service required frequent back-up service. The fully-allocated cost for the back-up

service was approximately \$42,895, which the City of Glenwood Springs has already paid for. The marginal cost for the RGS back-up service was approximately \$15,763. The difference between the fully-allocated cost and reduced marginal cost is approximately \$27,133.

If RFTA charges the marginal cost to the City of Glenwood Springs, for the backup service instead of the fully-allocated cost, RFTA would issue a refund to the City of Glenwood Springs of approximately \$27,133.

Riddile moved to approve the Refund Request for Ride Glenwood Springs 2017 Back-Up Service in the amount of \$27,133.00, and Mullins seconded the motion. The motion was unanimously approved.

- D. Deed, Assignment of Lease, and Bill of Sale – Between RFTA and C.P.O., Inc. –** Angela Henderson, Assistant Director, Project Management & Facilities Operation

Whitsitt moved to approve the Deed, Assignment of Lease, and Bill of Sale – Between RFTA and C.P.O., Inc., and Riddile seconded the motion. The motion was unanimously approved.

7. Presentation/Action Items:

- A. Destination 2040 Update –** Ralph Trapani, PTG and Dan Blankenship, CEO

Ralph Trapani stated that the frequently asked questions (FAQs) have been compiled, responses developed and have been posted on the RFTA2040.com website. The 3 categories are 1) funding, costs and fares; 2) specifics of improvements (parking, bikes, trails); and 3) improvements in service.

A possible additional study has been identified by staff. This study would evaluate bus priority opportunities at the Grand Avenue and Maroon Creek Roundabout/Kiss and Ride. RFTA and Parsons will determine if this is an opportunity RFTA intends to pursue.

- B. Presentation of First Draft of RFTA 2019 Budget –** Michael Yang, CFAO and Paul Hamilton, Director of Finance

Michael Yang presented the 1st draft of the RFTA 2019 Budget to the Board of Directors, drawing attention to the following elements:

- 1) Services
 - a) The budget assumes status quo service levels.
 - b) Currently excludes budget for any potential Hanging Lake Shuttle seasonal service or Garfield County's Parachute/Battlement Mesa shuttle.
- 2) Challenges, Issues, and Opportunities
 - a) Overall sales tax increase is approximately 2.8% and use tax reflects a decrease of approximately 17%.
 - b) Transit fuel diesel prices have increased over 25%.
 - c) Health care costs continue to rise and the estimated increase is approximately 10%.
 - d) Management continues to review and refine the Authority's compensation with respect to wages, incentive programs, and benefit enhancements. The Collective Bargaining Unit comprised of full-time bus operators is subject to scheduled pay increases in accordance with its contract.

- 3) Estimated Revenue Composition and Assumptions
 - a) Service contract revenues are collected from the Aspen Skiing Company, the City of Aspen, the City of Glenwood Springs and Garfield County (Travelers Program).
 - b) Operating revenues reflect a 2.0% increase in transit fares, no fare adjustments are assumed at this time.
 - c) RFTA receives Grant revenues from FTA Section 5311 Grants, CDOT FASTER Grants, and potentially other capital grant funds that staff is currently seeking.
 - d) RFTA Receives support for services from the Elected Officials Transportation Committee (EOTC), Garfield County, and the City of Rifle.
- 4) Budgeted Expenditures by Program/Department and Assumptions
 - a) Operations, Maintenance and Facilities continue to be the top 3 department expenditures.
 - b) RFTA received 4 requests for funding from We-Cycle, \$100,000; Garfield Clean Energy, \$30,000; Lower Valley Trail Association, \$20,000; and Northwest Colorado Council of Governments, \$4,000.
 - c) \$1,075,000 in Capital Outlay.
- 5) Staffing
 - a) 2.8% increase in staffing.
- 6) Major Goals
 - a) Continue providing support for WE-Cycle expansion.
 - b) Develop and extend the Learning Management System (LMS) to all departments.

8. Information/Updates:

A. CEO Report – Dan Blankenship, CEO

Blankenship stated that the Southwest Energy Efficiency Project (SWEEP) produced a report on “Economic Benefits Provided by the Roaring Fork Transportation Authority: 2011 – 2018.” The report highlighted how RFTA benefits the community which includes fuel savings, reduced congestion, matching employees to employment opportunities, and immense savings to cities and towns in the community.

The study’s main author and director of SWEEP’s transportation program, Will Toor stated, “We estimate that RFTA’s services bring the two counties total benefits of \$67 million to \$88 million. The RFTA operating budget is \$34 million, and the portion coming from the local dedicated sales tax is about \$20 million, so the quantified benefits significantly exceed the costs.”

9. Issues to be Considered at Next Meeting:

10. **Next Meeting:** RFTA Board Meeting 8:30 a.m. – 11:30 a.m., October 11, 2018, Carbondale Town Hall

11. Adjournment:

Newman adjourned the September 13, 2018 Board Meeting at 10:58 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 11, 2018
Agenda Item	Revised RFTA Investment Policy
Policy #:	4.2.5: Board Job Products
Strategic Goal:	Finance: Review and Update financial policies
Presented By:	Michael Yang, Chief Financial & Administrative Officer
Recommendation:	Approve proposed revisions to update RFTA Investment Policy
Core Issues:	<p>In accordance with RFTA’s 2018 strategic goals, staff has prepared proposed revisions to the RFTA Investment Policy which reflect best practices and conforms more directly to the Colorado Revised Statutes.</p> <p>Staff has consulted with Chris Blackwood of PFM Asset Management LLC (an affiliate of PFM Financial Advisors LLC, financial advisor to RFTA) and Ben Mendenhall of Public Trust Advisors LLC (the investment advisor for COLOTRUST, local government investment pool which RFTA joined as a participant in August 2011) both of whom have extensive experience assisting local governments in Colorado with their investment policies.</p> <p>Key recommended changes include:</p> <ul style="list-style-type: none"> - More refined credit rating requirements - Updates safekeeping and custody requirements - More direct alignment with state statutes - Elimination of outdated information - Separation of internal controls into a separate document
Background Info:	<p>The purpose of RFTA Investment Policy is to provide a guideline by which the funds that are not otherwise needed to meet the cash flow demands of RFTA can be best invested. This Policy is intended to identify objectives, assign responsibility, and address the problems of risk inherent in the investment of public funds. The primary objectives of investment activities, in order of priority, shall be safety, liquidity, and yield.</p> <p>The existing RFTA Investment Policy was last revised in July 2011. Since then, the Federal government was downgraded to AA+ from Standard and Poor’s and a number of changes have been made to State law and rules related to local government investment pools. The banking industry also operates new Dodd-Frank regulations. Given these changes, it is important to review RFTA Investment Policy and make revisions as necessary.</p>
Policy Implications:	Maintain compliance with applicable regulations
Fiscal Implications:	None noted
Attachments:	Yes, please see “RFTA Investment Policy - October 2018 Update -Redlines.pdf and RFTA Investment Policy - October 2018 Update - Clean.pdf” included in the October 11, 2018 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the RFTA Board Agenda packet.

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

Meeting Date:	October 11, 2018
Agenda Item	RFTA Letter of Support for the Garfield County – CDOT “Safe Routes” to Riverview School grant application.
Policy #:	1.2: Trail and Transit Users Move Safely, Quickly and Efficiently
Strategic Goal:	Continue to monitor and participate in all municipality development projects that may impact the Rio Grande Railroad Corridor and Rio Grande Trail (RGT)
Staff Recommends:	Authorize the CEO to execute RFTA’s “Draft” Letter of Support for the Garfield County “Safe Routes” to Riverview School Grant Application, subject to any minor revisions prior to finalization.
Presented By:	Angela M. Henderson – Assistant Director, Project Management and Facilities Operations
Core Issues:	<ul style="list-style-type: none"> • The RFSD built a school below the new FedEx Facility on County Road 154. • The RFSD requested from RFTA, and was granted permission to install a pedestrian access to connect to the Rio Grande Trail on the north side of CR154. This access allows students and faculty coming from Glenwood Springs, direct access to the new Riverview school campus. • Currently students and faculty coming from the neighborhoods south of the school, Ironbridge and Westbank, do not have a safe pedestrian option to get to Riverview and are forced to travel on CR154. • Because of the lack of a safe pedestrian access for the students and faculty living south of the new school, the RFSD engaged a local firm to work with Garfield County and other stakeholders in the area to identify and design a safe pedestrian access. • The firm has developed a conceptual plan that includes upgrades to the historic Ironbridge, a formal pedestrian path across CR154 near the boat ramp access, an ADA connection to the Rio Grande Trail and pedestrian signals at the intersection where the Rio Grande Trail crosses CR154. • Garfield County, in partnership with RFSD and RFTA, plans to submit the concept for a CDOT “Safe Routes” grant on 11/01/2018 and it is seeking a letter of support from RFTA and in addition, construction management oversight from RFTA. • This project will provide the neighborhoods south of the school with a safer and more direct access point to the Rio Grande Trail, which will benefit not just the students and faculty, but other RGT users living in this area.
Background Info:	See Core Issues.
Policy Implications:	RFTA Board Governing Policy 4.2.4 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.”
Fiscal Implications:	Construction Management Oversight Provided by the RFTA Engineering Team – will be treated as an “In Kind” contribution to the project.
Attachments:	Yes, please see “Draft Letter of Support.pdf and Conceptual Plan” attached below.



October 11, 2018

Leslie Feuerborn
Colorado Safe Routes to
School 2829 W. Howard Pl.
Denver, CO 80204

RE: Support for the Safe Routes to Riverview School Project

Dear Ms. Feuerborn:

On behalf of the Roaring Fork Transportation Authority (RFTA) Board of Directors, comprised of eight local governments in the Roaring Fork Valley and the Colorado River Valley region, I am writing to confirm that RFTA supports the Garfield County's Safe Routes to Riverview School grant application. This project will address the need for a safe pedestrian route for students to walk or bike to and from the Ironbridge and Westbank neighborhoods to the new PreK-8 Riverview School in Glenwood Springs, CO.

The Roaring Fork School District, and Garfield County are dedicated to improving pedestrian access from the Ironbridge and Westbank neighborhoods to the new Riverview School and will accomplish this by repurposing a historic bridge for pedestrian only access, creating an ADA connection up to the Rio Grande Trail and installing pedestrian friendly crossing signals to allow students, teachers and other faculty members a safe option for crossing County Road 154 to gain access to the Riverview school property. As the owner of the Rio Grande Trail, RFTA applauds the School District and Garfield County for working together with RFTA and the other stakeholders in this area, to address the need for a safe pedestrian access to Riverview. Finally, providing a safer pedestrian access in this location may allow for more pedestrian and bicycle use and less vehicle use, thus reducing congestion on this particular County Road.

As an important stakeholder in this process, RFTA commits to providing Construction Management oversight as an "in kind" donation to the project. The value of the Construction Management oversight generally accounts for 5% to 10% of the overall construction cost, an amount which will be determined once the planset is finalized. RFTA anticipates this amount to range somewhere between \$80,000.00 and \$160,000.00. RFTA also commits to allowing for an ADA connection up to the existing Rio Grande Trail, working with the Roaring Fork School District and Garfield County to secure the Colorado Public Utilities Commission (CPUC) approval for upgraded pedestrian crossing signals where the Rio Grande Trail crosses County Road 154, and continuing to pursue other grant opportunities to fund the costs associated with the soft surface trail connection to the Rio Grande Trail.

RFTA urges the Colorado Department of Transportation to provide RFSD with a Colorado Safe Routes to School grant to advance this important project and to keep the children of South Glenwood Springs safe on their way to school.

Sincerely,

Dan Blankenship
Chief Executive Officer

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

Meeting Date:	October 11, 2018
Agenda Item:	RFTA Ballot Question 7A Election Update
Policy #:	4.2.1: Board Job Products
Strategic Goal:	2018 Major Goal: Sustainability/Existence Planning: Complete Stage 4 of the Destination 2040 Plan
Presented By:	Dan Blankenship, CEO
Recommendation:	Review and discuss the Ballot and Campaign Update
Core Issues:	<p>At the Board Meeting on August 9, 2018, the Board unanimously approved referring a 2.65-mill RFTA property tax question to voters on the November 6, 2018 ballot.</p> <p>On August 20, 2018, RFTA's Designated Election Official, Nicole Schoon, Secretary to the Board, certified the ballot language to the County Clerks and Recorders in Garfield, Eagle, and Pitkin Counties. Since the RFTA boundaries include all or portions of three counties, a coordinated election is needed. The Office of the Garfield County Clerk and Recorder is the controlling county for the election and it has assigned 7A as the RFTA ballot issue number. Filing of the TABOR Notice, including pro and con statements, was completed and submitted to the County Clerk and Recorders by the September 21, 2018 deadline.</p> <p>The 2.65 mill levy ballot question endorsed by the RFTA Board includes a list of the projects proposed to be funded by the mill levy. This list is attached below.</p> <p>Since the RFTA Board set the ballot language and referred the 2.65-mill levy ballot question, RFTA is now subject to the Fair Campaign Practices Act, and cannot use government resources to influence voters to vote for or against an election question. The FCPA permits RFTA to use its money and resources to provide “a factual summary, which shall include arguments both for and against the proposal.” The summary may not include a conclusion or opinion in favor of or against the measure. RFTA will submit financial disclosure and pros and cons to designated election officials. Staff and officials may urge electors to vote in favor or against the measure during their personal time.</p> <p>For additional guidance on the FCPA, please see: https://www.sdaco.org/news/guidance-colorado-governments-complying-fair-campaign-practices-act.</p> <p>A campaign committee has been formed, titled “On Board with RFTA.” The Campaign committee is chaired by Markey Butler and Art Riddile. Campaign Committee members include:</p> <p>Bill Boineau, Snowmass Village Bruce Christensen, Glenwood Springs Dorothea Farris, Pitkin County Jeanne Golay, Glenwood Springs Bill Kane, Basalt Mike Kaplan, Aspen Shelley Kaup, Glenwood Springs</p>

	<p>Alice Laird, Carbondale James W. Light, Basalt Mirte Mallory, Aspen Michael Miracle, Aspen Roger Wilson, Garfield County</p> <p>For more information, please visit the Campaign web site at www.onboardwithRFTA.org or contact Campaign Manager Bill Ray at bill@wr-communications.com.</p>
Background:	<p>For over two years, RFTA has been engaged in long-range planning culminating in the project list and the 2.65-mill property tax ballot question. RFTA’s Organizational Structure, existing conditions, and efficiencies have been reviewed. Population and bus ridership over a 20-year planning horizon have been forecasted. Numerous meetings with elected officials, jurisdictional staffs, business leaders, and the public have been conducted. Stakeholders have assisted with the development of proposed service and capital improvements, and several financing scenarios were analyzed. At its August 9, 2018 meeting, the RFTA Board adopted RFTA Resolution 2018-18, which referred a 2.65-mill property tax ballot measure to the voters. Some of the key provisions of the ballot measure are as follows:</p> <ul style="list-style-type: none"> • RFTA taxes would be increased up to \$9.5 million annually (first full fiscal year dollar increase, for collection in 2019) and by such amounts as are generated in future fiscal years from an ad valorem property tax mill levy imposed at a rate of 2.65 mills • RFTA debt authorization would be increased up to \$74.675 million, with a maximum repayment cost of up to \$145.744 million, for purposes including but not limited to: <ul style="list-style-type: none"> ✓ Purchase of new buses, including electrification of buses for emission and noise reductions; ✓ Improvements to bus rapid transit and local bus service to reduce congestion along Highway 82; ✓ Enhancements for mobility and safety of pedestrians, bicyclists and transit users; ✓ Improved access and maintenance for the Rio Grande trail and construction of the lower valley trail; ✓ Construction and maintenance of park and rides, bus stops and other transit and transportation facilities; • The revenues from such taxes and the earnings thereon and on the proceeds of such bonds would be considered a voter-approved revenue change allowing RFTA to collect, retain and expend without limitation under Article X, Section 20 of the Colorado Constitution (TABOR), Section 29-1-301, C.R.S., or any other law, i.e. the revenue would be De-Bruced. • More information and FAQ can be found at www.rfta2040.com.
Policy Implications:	<p>Board Job Products Policy 4.2.1. A. & B. states, “The Board is the link between the “ownership” and the operation organization. The Board will assess the needs of the ownership as they relate to RFTA’s activities and scope of influence, and will develop Ends policies identifying the results RFTA is to produce to meet those needs. The Board will inform the ownership of the organizations expected future results, and its present accomplishments and challenges.”</p>

<p>Fiscal Implications:</p>	<p>The budgeted cost of the Integrated Transportation System Plan process, now referred to as Destination 2040, can be seen in the chart below:</p> <table border="1" data-bbox="394 199 1458 682"> <thead> <tr> <th data-bbox="394 199 927 233">Study Phase and Stage</th> <th data-bbox="927 199 1458 233">Budget</th> </tr> </thead> <tbody> <tr> <td data-bbox="394 233 927 369">Phase 1, Stage I: Organizational Capacity and Efficiency Review Phase 1, Stage II: Forecast Future Demand</td> <td data-bbox="927 233 1458 369">\$461,471</td> </tr> <tr> <td data-bbox="394 369 927 438">Phase 1, Stage III: Develop/Analyze Alternatives</td> <td data-bbox="927 369 1458 438">\$465,561</td> </tr> <tr> <td data-bbox="394 438 927 508">Phase 1, Stage IV: Develop Financial Sustainability Plan</td> <td data-bbox="927 438 1458 508">\$237,200</td> </tr> <tr> <td data-bbox="394 508 927 577">Public Engagement/Public Policy (Bill Ray-WR Communications)</td> <td data-bbox="927 508 1458 577">\$158,000</td> </tr> <tr> <td data-bbox="394 577 927 646">Financial Planning Model (PFM Consultants)</td> <td data-bbox="927 577 1458 646">\$110,000</td> </tr> <tr> <td data-bbox="394 646 927 682">Total</td> <td data-bbox="927 646 1458 682">\$1,432,232</td> </tr> </tbody> </table> <p>In addition to the costs listed above, approximately \$59,000 was needed to fund the public outreach phase of the Destination 2040 Plan, which was completed prior to referring Ballot Measure 7A to the voters. Of this amount, approximately \$15,000 was derived from savings from Parsons' Task Order 4 and the balance of approximately \$44,000 will be derived from anticipated capital project savings in the approved 2018 RFTA Budget.</p> <p>Currently, Parsons Transportation Group will be analyzing options related to bus priority, access to stops, and bus movements at the Maroon Creek Roundabout. Deliverables include: (1) an alignment design concept to allow RFTA buses to exit directly to SH 82 from the Maroon Creek Stop, (2) design concept for the Maroon Creek station to support direct bus access to SH 82, (3) Signing and striping, and (4) Relocation of existing Kiss and Ride stops. Project cost is \$75,576, which will be funded by unexpended remaining funds of approximately \$80,000 in Task Order 4 (Establish Financial Plan).</p>	Study Phase and Stage	Budget	Phase 1, Stage I: Organizational Capacity and Efficiency Review Phase 1, Stage II: Forecast Future Demand	\$461,471	Phase 1, Stage III: Develop/Analyze Alternatives	\$465,561	Phase 1, Stage IV: Develop Financial Sustainability Plan	\$237,200	Public Engagement/Public Policy (Bill Ray-WR Communications)	\$158,000	Financial Planning Model (PFM Consultants)	\$110,000	Total	\$1,432,232
Study Phase and Stage	Budget														
Phase 1, Stage I: Organizational Capacity and Efficiency Review Phase 1, Stage II: Forecast Future Demand	\$461,471														
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Public Engagement/Public Policy (Bill Ray-WR Communications)	\$158,000														
Financial Planning Model (PFM Consultants)	\$110,000														
Total	\$1,432,232														
<p>Attachments:</p>	<p>Yes, please see RFTA Ballot Measure 7A and the Project List identified in the proposed 2.65 mill property tax mill levy, attached below.</p>														

BALLOT MEASURE 7A

Roaring Fork Transportation Authority Property Tax Mill Levy Increase

SHALL ROARING FORK TRANSPORTATION AUTHORITY TAXES BE INCREASED UP TO \$9.5 MILLION ANNUALLY (FIRST FULL FISCAL YEAR DOLLAR INCREASE, FOR COLLECTION IN 2019) AND BY SUCH AMOUNTS AS ARE GENERATED IN FUTURE FISCAL YEARS FROM AN AD VALOREM PROPERTY TAX MILL LEVY IMPOSED AT A RATE OF 2.65 MILLS, AND SHALL AUTHORITY DEBT BE INCREASED UP TO \$74.675 MILLION, WITH A MAXIMUM REPAYMENT COST OF UP TO \$145.744 MILLION, FOR PURPOSES INCLUDING BUT NOT LIMITED TO:

- BUS RAPID TRANSIT AND LOCAL BUS SERVICE IMPROVEMENTS TO REDUCE CONGESTION ALONG HIGHWAY 82;
- MOBILITY ENHANCEMENTS FOR PEDESTRIANS, BICYCLIST AND TRANSIT USERS;
- CONSTRUCTION OF THE LOWER VALLEY TRAIL;
- IMPROVED ACCESS AND MAINTENANCE FOR THE RIO GRANDE TRAIL;
- CONSTRUCTION AND MAINTENANCE OF PARK AND RIDES, BUS STOPS AND OTHER TRANSIT AND TRANSPORTATION FACILITIES;
- PURCHASE OF NEW BUSES, INCLUDING ELECTRIFICATION OF BUSES FOR EMISSION AND NOISE REDUCTIONS;

SUCH DEBT TO BE INCURRED BY THE ISSUANCE OF REVENUE BONDS PAYABLE FROM THE REVENUES OF SUCH TAX AND, TO THE EXTENT MONEYS FROM SUCH TAX ARE NOT SUFFICIENT FOR THE REPAYMENT OF SUCH BONDS, FROM ANY OTHER LEGALLY AVAILABLE REVENUES OF THE AUTHORITY, INCLUDING, BUT NOT LIMITED TO, AUTHORITY SALES AND USE TAXES, VEHICLE REGISTRATION FEES, FARE REVENUES, TAXES AND OTHER MONEYS RECEIVED PURSUANT TO INTERGOVERNMENTAL AGREEMENT WITH PITKIN COUNTY, EAGLE COUNTY, OR ANY OTHER MEMBER OF THE AUTHORITY, SERVICE CONTRACT REVENUES, AND STATE OR FEDERAL GRANTS; WHICH BONDS SHALL BEAR INTEREST, MATURE, BE SUBJECT TO REDEMPTION, WITH OR WITHOUT PREMIUM, AND BE ISSUED, DATED AND SOLD AT SUCH TIME OR TIMES, AT SUCH PRICES (AT, ABOVE OR BELOW PAR) AND IN SUCH MANNER AND CONTAINING SUCH OTHER TERMS, NOT INCONSISTENT HEREWITH, AS THE BOARD OF THE AUTHORITY MAY DETERMINE; AND SHALL THE REVENUES FROM SUCH TAXES AND THE EARNINGS THEREON AND ON THE PROCEEDS OF SUCH BONDS BE A VOTER-APPROVED REVENUE CHANGE THAT THE AUTHORITY MAY COLLECT, RETAIN AND EXPEND WITHOUT LIMITATION UNDER ARTICLE X, SECTION 20 OF THE COLORADO CONSTITUTION (TABOR), SECTION 29-1-301, C.R.S., OR ANY OTHER LAW?

Destination 2040 2.65 Mill Levy Scenario

updated 7/23/18

***Phased
Implementation
Analysis:
2.65 Mill

Alternative	Service Improvement Alternative	
C1	Service Increase, 30-minute Valley service	Included
C3	Service Increase, Weekend BRT (Spring/Fall)	Included
C4	I-70 Grand Hogback Service - 27th Street to New Castle, 30 minute headways	Included
C5	Expand Service in Glenwood Springs (Val to GWPNR and BRT to Downtown GWS)	Included
C6	Better transit service connections to Snowmass Village on Brush Creek Road	Included

Alternative	Capital Projects Alternative Description	
E5	Rio Grande Trail Maintenance and Improvements	**Included
C7	Improvements to Highway 82 Bus Stations	Included
S6	Aspen Maintenance Facility Expansion Phase 9 (Replacement of Fuel Farm)	Included
S6	Aspen Maintenance Facility Expansion Phase 5 (Two Story Offices and Electric Charging)	Included
S6	Aspen Maintenance Facility Expansion Phase 6 (Parts Room and Storage)	Included
S7	RFTA Glenwood Springs Maintenance Facility Expansion	*Included
S10	Replacement of Employee Housing and Carbondale Office Space	**Included
E2	Bike Share Expansion	Included
E3	Real Time Traveler Information	Included
C8	Glenwood Springs 27 Street BRT Station Parking Expansion	Included
C9	Willits BRT Station Parking Expansion	Included
C10	Carbondale BRT Station Parking Expansion	Not Included
C11	Aspen Junction (Basalt) PNR Expansion	Not Included
C12	New Castle Park and Ride Expansion Burning Mountain Avenue	Not Included
C13	Improvements to Town of Snowmass Village Transit Center	Included
C14	Upper Valley Parking Management System Study	Not Included
C15	Buttermill Parking Management	Included
C16	BRT Enhancements to Brush Creek Intercept Lot	Not Included
C17	Micro Transit Accommodations at BRT Stations	Not Included
S1	Pedestrian Crossings of 27 Street and Highway 82 in Glenwood Springs	Included
S6	Aspen Maintenance Facility Expansion Phase 7 (Additional Indoor Bus Storage)	Not Included
S8	900 Block Grand Avenue In-Line Transit Stations in Glenwood Springs	**Included
S9	New Transit Station in Glenwood Springs	Included
S10	Expansion of Employee Housing and Carbondale Office Space	Not Included
E4	LOVA Trail Construction from Glenwood Springs to New Castle	Included
S2	South Bridge Highway 82 Connection in Glenwood Springs	Included
S3	Pedestrian Crossing at 23 Street in Glenwood Springs	Not Included
S4	Buttermill Pedestrian Crossing in Pitkin County	Included
S5	Enhanced Crossing of Rio Grande Trail at 14th Street in Glenwood Springs	Not Included
S6	Aspen Maintenance Facility Expansion Phase 8 (CNG Compressor/Fueling)	Not Included
C18	Expanded Circulators: Carbondale	Not Included
C19	Expanded Circulators: Basalt	Not Included
C20	Expanded Circulators: New Castle	Not Included
E6	Rio Grande Trail Connectivity and Safety Improvements	Not Included

* Project cost reduced and Grant share increased

** Project cost reduced

***2.65 Financial Planning Model assumes:

4% average annual increase in assessed valuation

5% reduction in existing BRT service as a placeholder

6.11% residential property assessment rate effective 2019

A revised capital project list with projects highlighted in red moved from the constrained projects' list to the unconstrained projects' list and/or the cost of the project reduced and/or the grant share increased.

A reduction of 6 expansion buses.

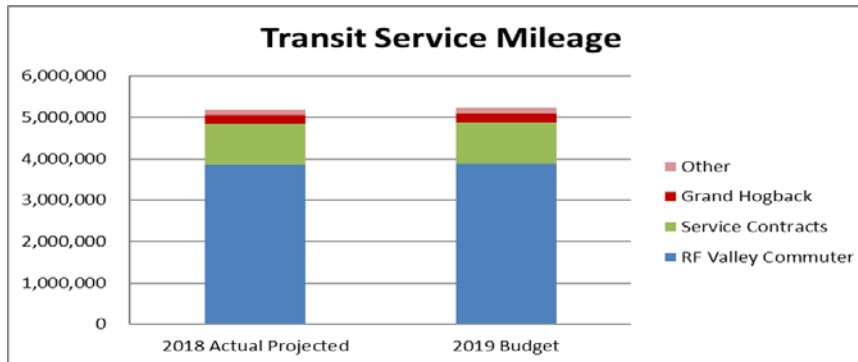
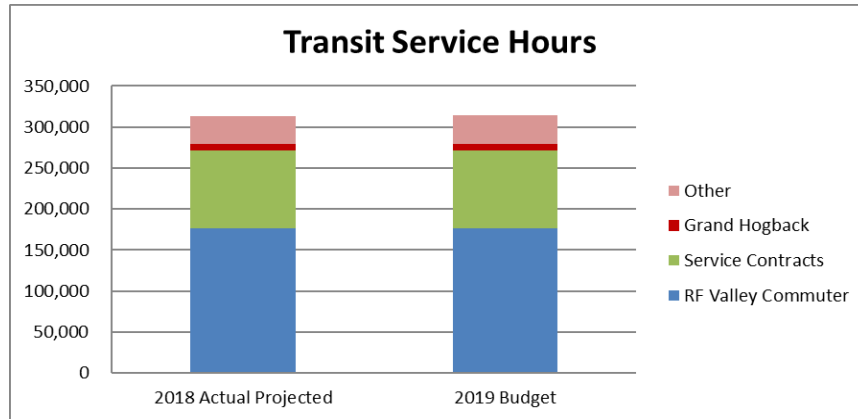
**RFTA BOARD OF DIRECTORS MEETING
PRESENTATIONS AGENDA SUMMARY ITEM # 7. B.**

Meeting Date:	October 11, 2018
Agenda Item:	Presentation of Second Draft of RFTA 2019 Budget
POLICY #:	2.5: Financial Planning/ Budgeting
Strategic Goal	Finance: Demonstrate quality, professionalism and increasing efficiency in short-range and long-range financial forecasts
Recommendation:	Review and general approve of 2019 Budget priorities, revenue and expenditures assumptions, subject to any revisions.
Presented By:	Michael Yang, Chief Financial & Administrative Officer Paul Hamilton, Director of Finance
Core Issues:	Limited financial resources for 2019 Budget require the establishment of priorities and expenditures assumptions to meet the 2019 budget goals established by the Board at the August 2018 Board meeting.
Background Info:	<p>At the August 2018 Board meeting, staff presented the 2019 budget initiatives, assumptions and issues.</p> <p>The 2nd draft of the 2019 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 2018.</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
Policy Implications:	Board Job Products Policy 2.4.5 states, "The Board will approve RFTA's annual operating budget (subject to its meeting the criteria set forth in the Financial Planning/Budget policy)."
Fiscal Implications:	Limited resources will require prioritization of Authority projects; revenue and expenditures assumptions could affect Fund balance.
Attachments?	Yes, please see 2019 2 nd Draft Budget presentation on the following pages.

2019 RFTA BUDGET – 2nd DRAFT PRESENTATION

1. Services

- The budget assumes status quo service levels with updates for seasonal changes.
- Currently excludes budget for any potential Hanging Lake Shuttle seasonal service or Garfield County’s Parachute/Battlement Mesa shuttle.



- City of Aspen Municipal Service Contract – staff has had discussions regarding potential changes as part of the City of Aspen’s Mobility Lab/SHIFT. Currently, this potential additional service has not been included in the 2nd draft of the budget and may be included at a future Board meeting.

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 2019. Of the eight jurisdictions, staff has heard back from seven and made our own assumptions for the remaining one jurisdiction until new information becomes available. As a result, the preliminary overall sales tax increase is approximately 2.9% over the 2018 forecast.

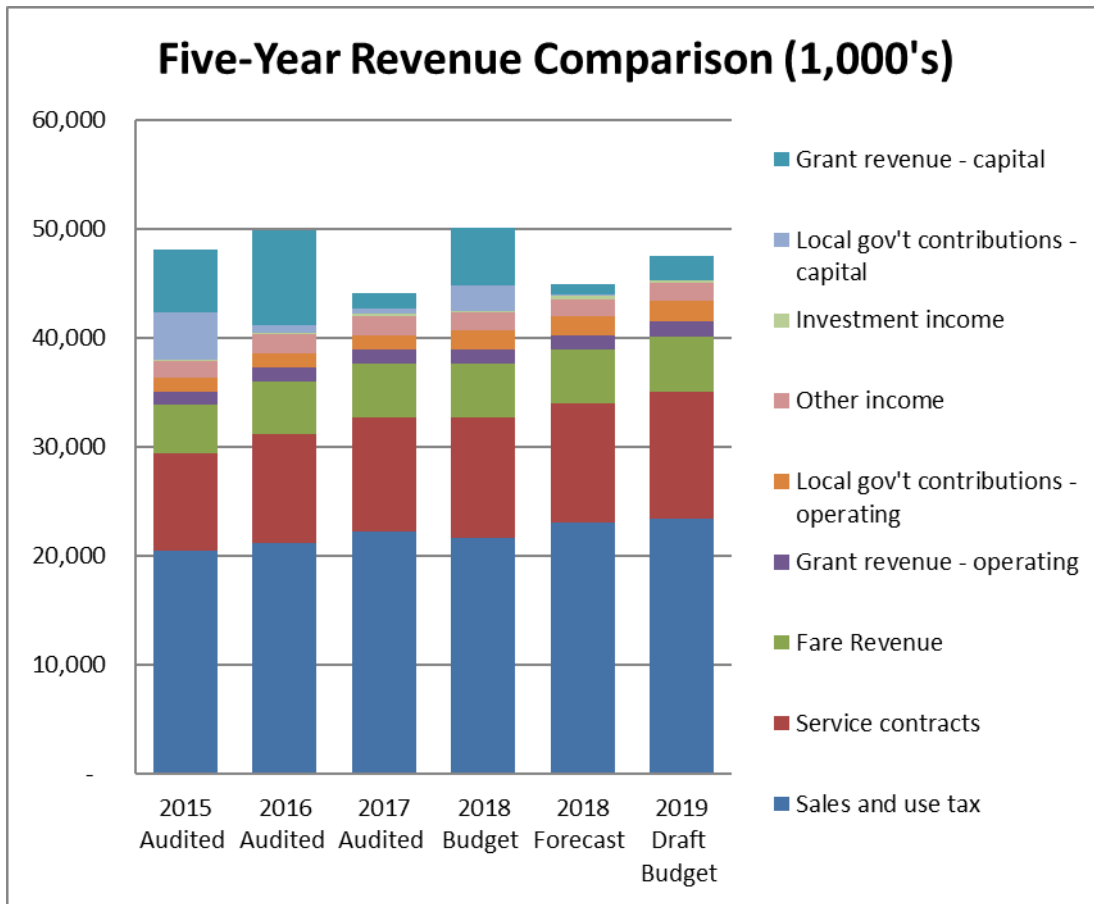
- Use tax reflects a decrease of approximately 29% under the 2018 forecast which represents a portion collected from two single taxpayers. Staff will maintain a conservative approach and refrain from including the use tax collected from these two single taxpayers in our use tax estimates.
- **Transit fuel** prices are known to be volatile. For 2018, management obtained fixed price transit diesel fuel contracts to manage the volatility normally associated with fuel prices. Since then, diesel prices have increased over 33%. Staff is actively monitoring fuel prices and may lock our needs for 2019 during the budget process. 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 reflected a 3.5% increase. Overall, the Pool had a 5.5% increase but, based on our experience, RFTA was dropped from Rate Band 3 to 2 (the lower the rate band, the better your claims are running and vice versa). This resulted in a 2% reduction. Employee contributions will stay the same.
- 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. A full market survey is not planned for this year as the last one was conducted in 2017 and adjustments were made in 2018. A targeted market survey has been initiated for hard-to-recruit positions. The Collective Bargaining Unit comprised of full-time bus operators are subject to scheduled pay increases in accordance with their contract.
- With the capital intensive nature of the transit industry, management continues to develop funding strategies for short and long term **capital needs**. As part of the **Destination 2040** planning project, management developed a funding strategy for a list of capital projects and several service enhancements. The funding strategy includes a combination of financing options, seeking out grant opportunities, pay-go using fund balance, seeking additional property tax revenue, and reducing operating costs.
- RFTA was awarded a FTA 5339(b) Grant to replace diesel buses with four (4) clean diesel bus commuter coaches. The draft budget includes \$2.79 million in capital outlay for 4 diesel bus replacements and \$2.23 million in grant revenues, with a local match of approximately \$558,000.

3. Consolidated Financial Overview

(1,000's)	General Fund	Service Contracts	Bus Stops/ PNR SRF	Mid Valley Trails SRF	Debt Service Fund	2019 Total Budget	%
Beginning fund balance (Budget)	\$ 16,739	\$ -	\$ 97	\$ 127	\$ 2,499	\$ 19,462	
Revenues:							
Sales and use tax	\$ 23,318	\$ -	\$ -	\$ 61	\$ -	\$ 23,379	49%
Service contracts	\$ -	\$ 11,658	\$ -	\$ -	\$ -	\$ 11,658	25%
Operating revenue	\$ 5,084	\$ -	\$ -	\$ -	\$ -	\$ 5,084	11%
Grant revenue - operating	\$ 1,316	\$ 30	\$ -	\$ -	\$ -	\$ 1,346	3%
Grant revenue - capital	\$ 2,232	\$ -	\$ -	\$ -	\$ -	\$ 2,232	5%
Local gov't contributions - operating	\$ 1,870	\$ -	\$ -	\$ -	\$ -	\$ 1,870	4%
Other income	\$ 521	\$ -	\$ 467	\$ -	\$ 645	\$ 1,633	3%
Investment income	\$ 284	\$ -	\$ 2	\$ 2	\$ 49	\$ 336	1%
Total revenue	\$ 34,624	\$ 11,688	\$ 469	\$ 63	\$ 694	\$ 47,538	100%
Program expenditures:							
Fuel	\$ 1,758	\$ 804	\$ -	\$ -	\$ -	\$ 2,562	5%
Transit	\$ 23,149	\$ 11,019	\$ 890	\$ -	\$ -	\$ 35,057	74%
Trails & Corridor Mgmt	\$ 589	\$ -	\$ -	\$ 121	\$ -	\$ 710	1%
Subtotal operating exp.	\$ 25,496	\$ 11,823	\$ 890	\$ 121	\$ -	\$ 38,329	81%
Capital	\$ 4,649	\$ -	\$ -	\$ -	\$ -	\$ 4,649	10%
Debt Service	\$ 1,540	\$ -	\$ -	\$ -	\$ 2,930	\$ 4,470	9%
Total expenditures	\$ 31,685	\$ 11,823	\$ 890	\$ 121	\$ 2,930	\$ 47,448	100%
Other financing sources	\$ 155	\$ 135	\$ 420	\$ -	\$ 2,236	\$ 2,947	
Other financing (uses)	\$ (2,792)	\$ -	\$ -	\$ -	\$ -	\$ (2,792)	
Change in Fund Balance	\$ 302	\$ 0	\$ -	\$ (58)	\$ 0	\$ 244	
Ending fund balance	\$ 17,041	\$ 0	\$ 97	\$ 69	\$ 2,499	\$ 19,706	

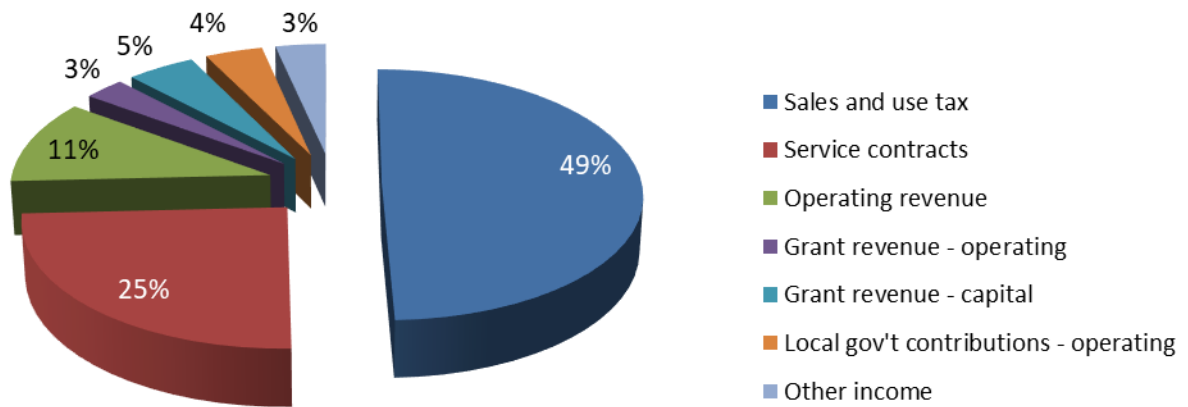
For an explanation of each fund, please refer to the Background section at the end of this report.

4. Estimated Revenue Composition & Assumptions



Revenues (in thousands)	2015	2016	2017	2018	2018	2019 Draft	19/18 Budget	
	Audited	Audited	Audited	Budget	Forecast	Budget	\$ Dif	% Dif
Sales and use tax	\$ 20,444	\$ 21,123	\$ 22,153	\$ 21,641	\$ 23,047	\$ 23,379	\$ 1,738	8%
Service contracts	8,926	10,056	10,531	10,979	10,893	11,658	679	6%
Fare Revenue	4,485	4,810	4,939	5,021	4,999	5,084	63	1%
Grant revenue - operating	1,145	1,245	1,245	1,244	1,244	1,346	101	8%
Local gov't contributions - operating	1,332	1,364	1,379	1,733	1,736	1,870	137	8%
Other income	1,564	1,696	1,731	1,714	1,620	1,633	(81)	-5%
Investment income	27	89	167	100	336	336	236	236%
Subtotal Revenues - Operating	37,922	40,383	42,143	42,433	43,876	45,306	2,873	7%
Local gov't contributions - capital	4,445	706	472	2,369	28	-	(2,369)	-100%
Grant revenue - capital	5,693	8,774	1,433	5,310	1,037	2,232	(3,079)	-58%
Subtotal Revenues - Capital	10,137	9,480	1,905	7,679	1,065	2,232	(5,448)	-71%
Total	\$ 48,060	\$ 49,863	\$ 44,048	\$ 50,113	\$ 44,940	\$ 47,538	\$ (2,575)	-5%

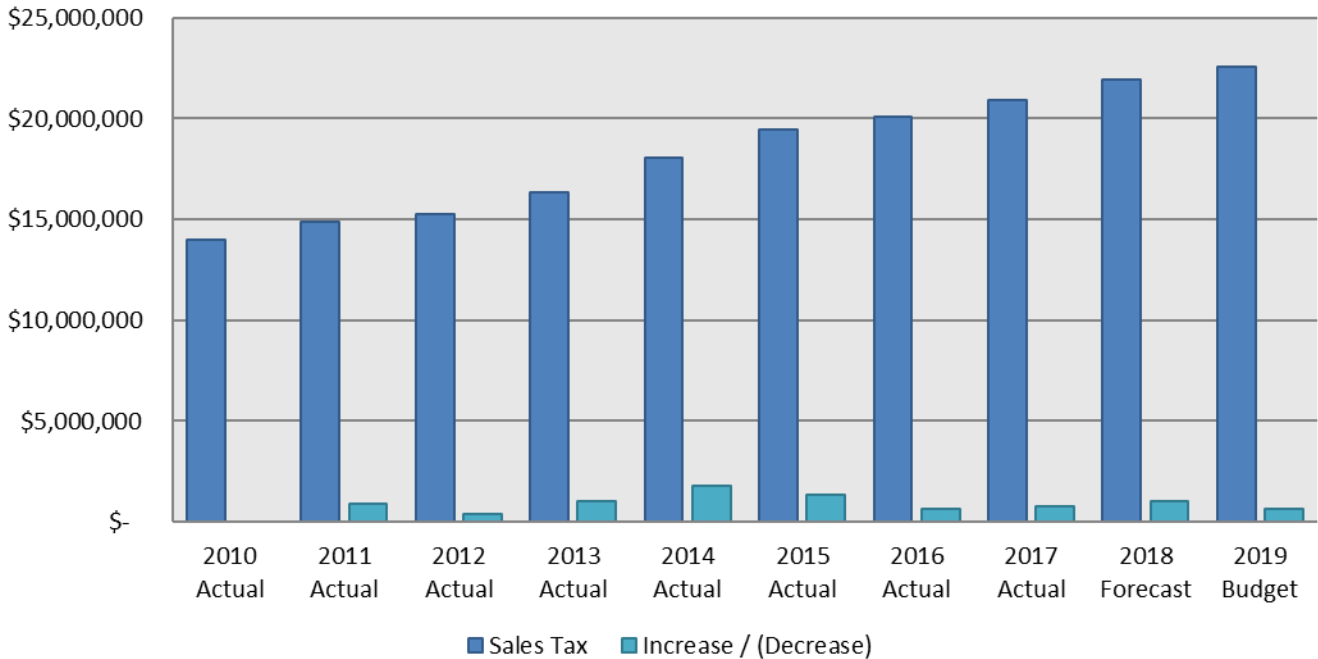
2019 Estimated Revenue Composition



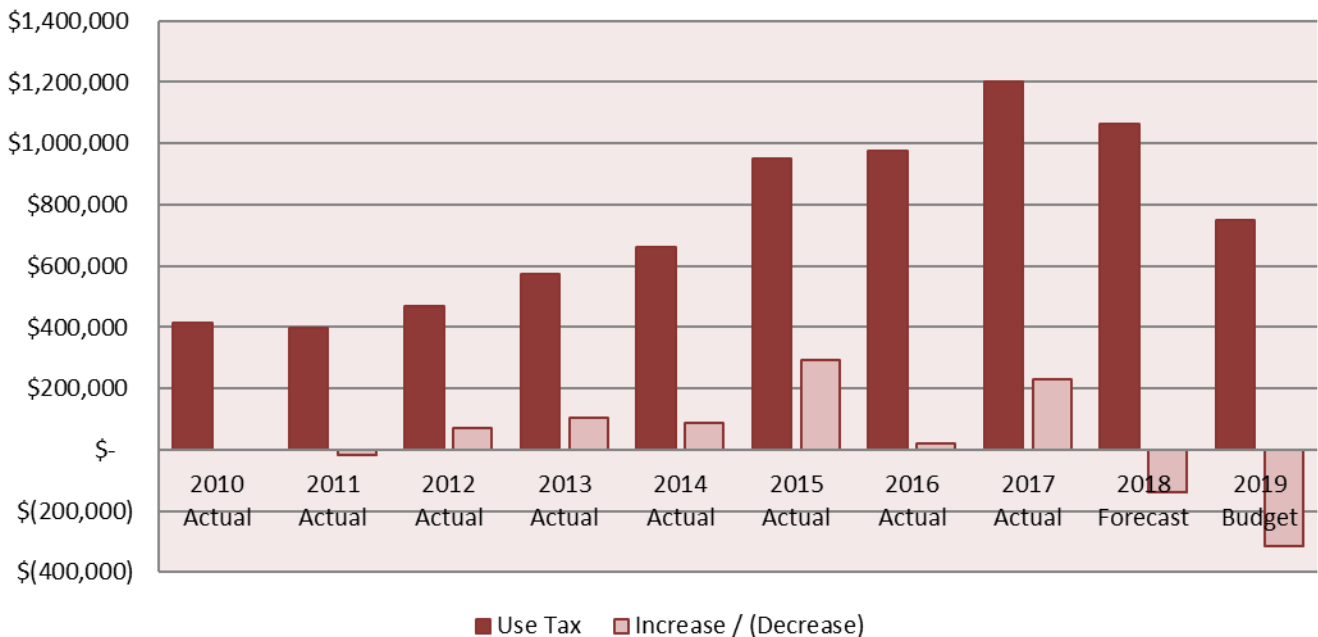
- Sales Tax** revenues are dedicated taxes collected from member jurisdictions based on intergovernmental agreements. The chart below shows preliminary estimates by jurisdiction:

Member Jurisdictions	2019 % Increase
Aspen	3.5%
Basalt	3.5%
Carbondale	3.0%
Glenwood Springs	2.0%
Eagle County	2.0%
New Castle	2.0%
Pitkin County	4.0%
Snowmass Village	3.0%

Sales Tax (2010-2019)



Use Tax (2010-2019)



- **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.

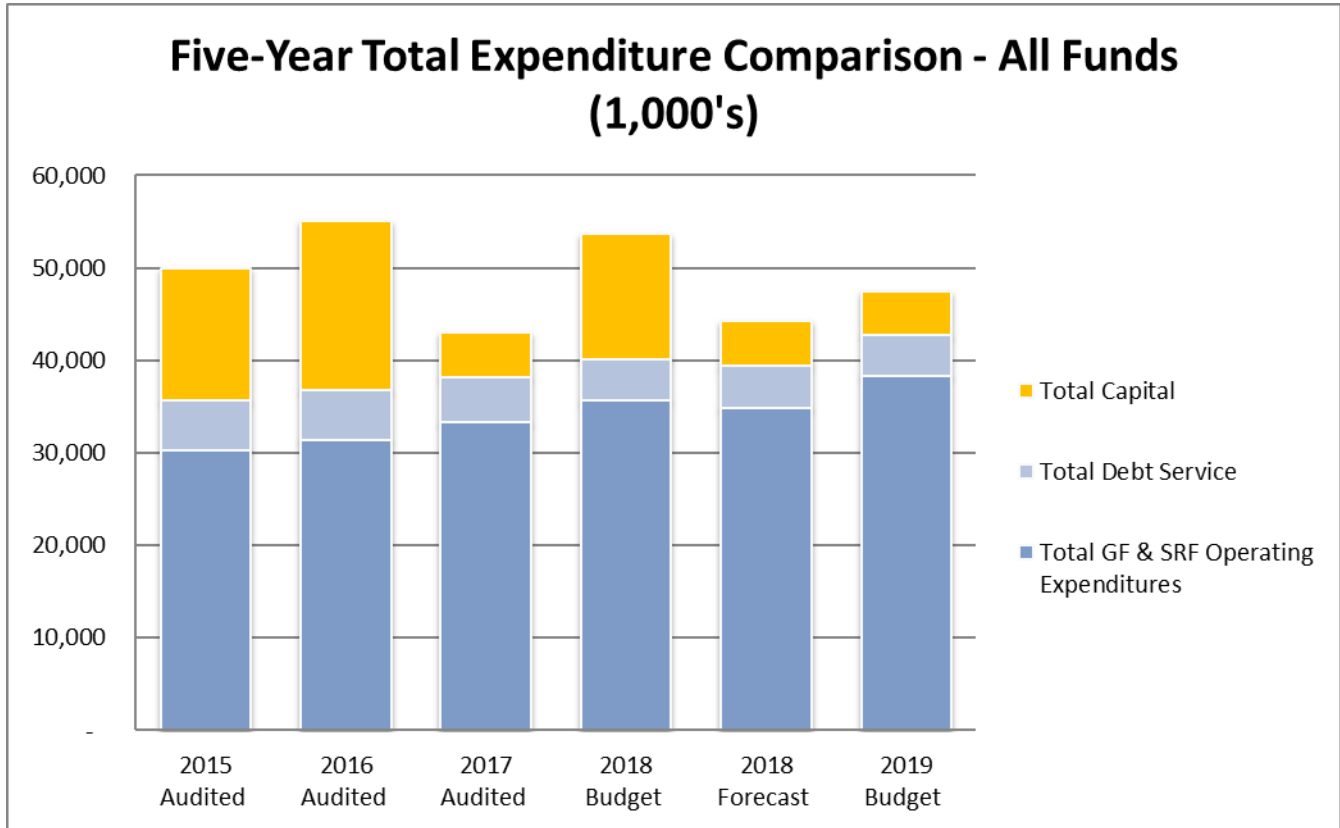
- **Operating revenues** reflect transit fares collected primarily on regional routes traveling on Highway 82 and the I-70 Corridor as well as fares related to the Maroon Bells service;
 - 2.0% increase in transit fares as a result of estimated increase in ridership
 - At this time, there is no fare adjustment assumed; however, a fare study is currently underway and is anticipated to be completed in September. Based on the result of the study, any fare changes directed by the Board will be incorporated into the 2019 budget.

- The Authority receives **operating and capital grant revenues** from the Federal Transit Administration and the Colorado Department of Transportation;
 - \$2,231,500 from the FTA 5339(b) capital grant for 4 diesel bus replacements;
 - \$1,115,810 from the FTA Section 5311 operating grant (10% increase from 2018);
 - \$200,000 from CDOT FASTER operating grant (flat from 2018);
 - 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 \$659,393 reflecting a 2% increase. The EOTC contribution for the enhanced service between the Snowmass Mall and Brush Creek is \$419,587, but may need further discussion based on the potential outcomes of the ballot measure in November.
 - Assumes that **Garfield County's** support for the Grand Hogback bus service will remain the same at \$731,000.
 - Assumes that the **City of Rifle's** support for the Grand Hogback bus service will remain the same at \$20,000.

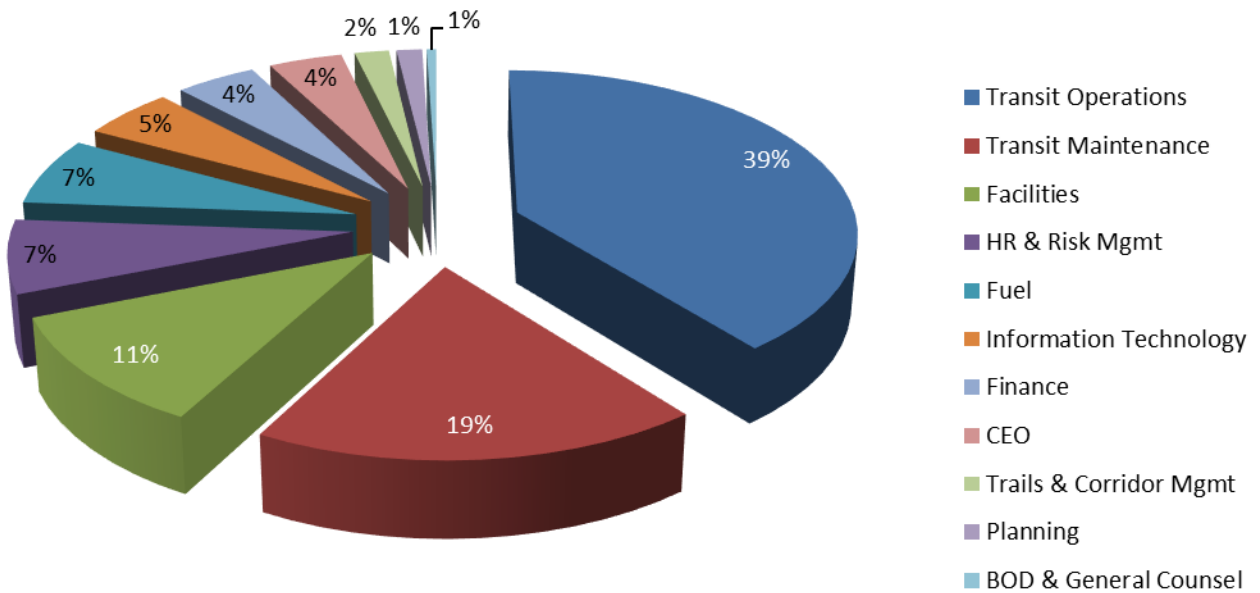
- **Other income** primarily consists of employee housing rental revenue in the General Fund, vehicle registration fees in the Bus Stop/Park & Ride Special Revenue Fund, and credits from the Federal Government representing a reimbursement on a portion of the interest paid on the Series 2009B Build America Bonds and Series 2012A and 2013A 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 6.2% 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)	2015	2016	2017	2018	2018	2019	19/18 Budget	
	Audited	Audited	Audited	Budget	Forecast	Budget	\$ Dif	% Dif
Fuel	1,717	1,347	1,189	1,434	1,386	1,758	324	23%
Transit Maintenance	4,376	4,288	4,233	4,696	4,618	4,910	214	5%
Transit Operations	8,023	8,381	8,703	9,408	9,126	9,961	552	6%
Administration	4,134	4,247	4,664	5,386	5,305	5,826	440	8%
Facilities	1,787	1,599	1,961	2,084	2,006	2,318	233	11%
Attorney & Board of Directors	220	161	117	134	125	135	1	1%
Trails & Corridor Mgmt	444	430	489	540	530	589	49	9%
Total GF Operating Expenditures	\$ 20,702	\$ 20,453	\$ 21,355	\$ 23,682	\$ 23,097	\$ 25,496	\$ 1,814	8%
SRF - Service Contracts	9,118	10,252	11,253	11,158	11,034	11,823	665	6%
SRF - Bus Shelter / PNR	479	663	624	822	751	890	67	8%
SRF - Mid Valley Trails	19	62	79	50	22	121	71	141%
Total GF & SRF Operating Expenditure:	\$ 30,318	\$ 31,429	\$ 33,310	\$ 35,712	\$ 34,903	\$ 38,329	\$ 2,617	7%
GF - Debt Service	2,339	2,344	1,900	1,513	1,512	1,540	27	2%
Debt Service Fund	2,948	2,947	2,955	2,950	2,950	2,930	(19)	-1%
Total Debt Service	\$ 5,288	\$ 5,291	\$ 4,855	\$ 4,463	\$ 4,461	\$ 4,470	\$ 7	0%
Total Operating & Debt Service	\$ 35,605	\$ 36,720	\$ 38,166	\$ 40,175	\$ 39,365	\$ 42,799	\$ 2,624	7%
GF - Capital Outlay	12,003	10,553	4,616	13,562	4,849	4,649	(8,913)	-66%
SRF - Bus Shelter / PNR - Capital Outlay	30	143	-	-	-	-	-	0%
Capital Projects Fund	2,240	7,718	223	-	-	-	-	0%
Total Capital	\$ 14,273	\$ 18,414	\$ 4,839	\$ 13,562	\$ 4,849	\$ 4,649	\$ (8,913)	-66%
Total Expenditures - all funds	\$ 49,878	\$ 55,134	\$ 43,004	\$ 53,737	\$ 44,214	\$ 47,448	\$ (6,289)	-12%

2019 Budgeted Operating Expenditures by Department



Department	Fund					2019 Total Budget	%
	General Fund	Service Contracts	Bus Stops/ PNR SRF	Mid Valley Trails SRF			
Fuel	\$ 1,758	\$ 804	\$ -	\$ -	\$ -	\$ 2,562	7%
Transit Maintenance	\$ 4,910	\$ 2,207	\$ -	\$ -	\$ -	\$ 7,117	19%
Transit Operations	\$ 9,961	\$ 5,114	\$ -	\$ -	\$ -	\$ 15,074	39%
CEO	\$ 1,052	\$ 470	\$ -	\$ -	\$ -	\$ 1,522	4%
Finance	\$ 1,157	\$ 517	\$ -	\$ -	\$ -	\$ 1,674	4%
Planning	\$ 366	\$ 164	\$ -	\$ -	\$ -	\$ 530	1%
HR & Risk Mgmt	\$ 1,918	\$ 857	\$ -	\$ -	\$ -	\$ 2,775	7%
Information Technology	\$ 1,332	\$ 595	\$ -	\$ -	\$ -	\$ 1,927	5%
Facilities	\$ 2,318	\$ 1,035	\$ 890	\$ -	\$ -	\$ 4,242	11%
BOD & General Counsel	\$ 135	\$ 60	\$ -	\$ -	\$ -	\$ 195	1%
Trails & Corridor Mgmt	\$ 589	\$ -	\$ -	\$ 121	\$ -	\$ 710	2%
Total	\$ 25,496	\$ 11,823	\$ 890	\$ 121	\$ -	\$ 38,329	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 2019 in accordance with their contract. Assuming 150 full-time bus operators, the average increase is estimated to be approximately 5.8% resulting in an additional cost of \$441,000.
- 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 \$260,000. 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	\$ 65
	0.30%	0.43%	0.46%	0.31%
2.0%	\$ 122	\$ 3	\$ 4	\$ 130
	0.60%	1.28%	0.93%	0.62%
3.0%	\$ 183	\$ 5	\$ 7	\$ 195
	0.91%	2.13%	1.62%	0.93%
4.0%	\$ 243	\$ 7	\$ 10	\$ 260
	1.20%	2.98%	2.32%	1.25%

- 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 two 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 two of the three-year funding request.***

- \$20,000 from **Lower Valley Trail Association** (LoVa) on behalf of grant applicant, Town of New Castle, to support local match for State Trails/Colorado the Beautiful Construction Grant (submitted August 1, 2018). Total Grant amount is \$500,000 requiring a local match of \$150,000 for a total project cost of \$655,000. *Local match partners:* City of Glenwood Springs \$100,000, Town of New Castle \$30,000, RFTA \$20,000, Nutrient Holdings, LLC \$5,000 (private landowner which is partnering with LoVa to provide trail access). *Project Scope:* Within a 1.65-mile segment between the Canyon Creek and New Castle interchanges, there will be a 3 construction projects: a bridge, an underpass, and rockfall scaling and mitigation.
- \$4,000 from **Northwest Colorado Council of Governments** to help fund the match for their Section 5310 Mobility Management grant from CDOT.
- Approximately \$4,889,000 of **capital outlay** has been budgeted.

Description (1,000's)	General Fund	Total Capital Projects	Grant Assistance	Local Share
Transit				
Bus Replacements (4 Diesel)	\$ 2,789	\$ 2,789	\$ 2,232	\$ 557
Facilities Improvements	\$ 485	\$ 485		\$ 485
Bus engine/transmission rebuilds	\$ 482	\$ 482		\$ 482
Equipment/software	\$ 413	\$ 413		\$ 413
Support vehicles	\$ 30	\$ 30		\$ 30
Subtotal Transit	\$ 4,199	\$ 4,199	\$ 2,232	\$ 1,967
Trails				
Trail Repair	\$ 250	\$ 250		\$ 250
Trail Equipment	\$ 200	\$ 200		\$ 200
Subtotal Trails	\$ 450	\$ 450	\$ -	\$ 450
Total	\$ 4,649	\$ 4,649	\$ 2,232	\$ 2,417

- This is expected to change as we develop the **final** budget in November.
- At a future meeting early next year, staff anticipates presenting to the Board a supplemental budget appropriation resolution in order to roll-forward any unexpended capital budget from 2018 to 2019 due to timing issues. This will include the **Battery Electric Bus Pilot Program**.
- Certain expenditures will be added into the budget through supplemental budget appropriation resolutions during the budget year when funding is available.

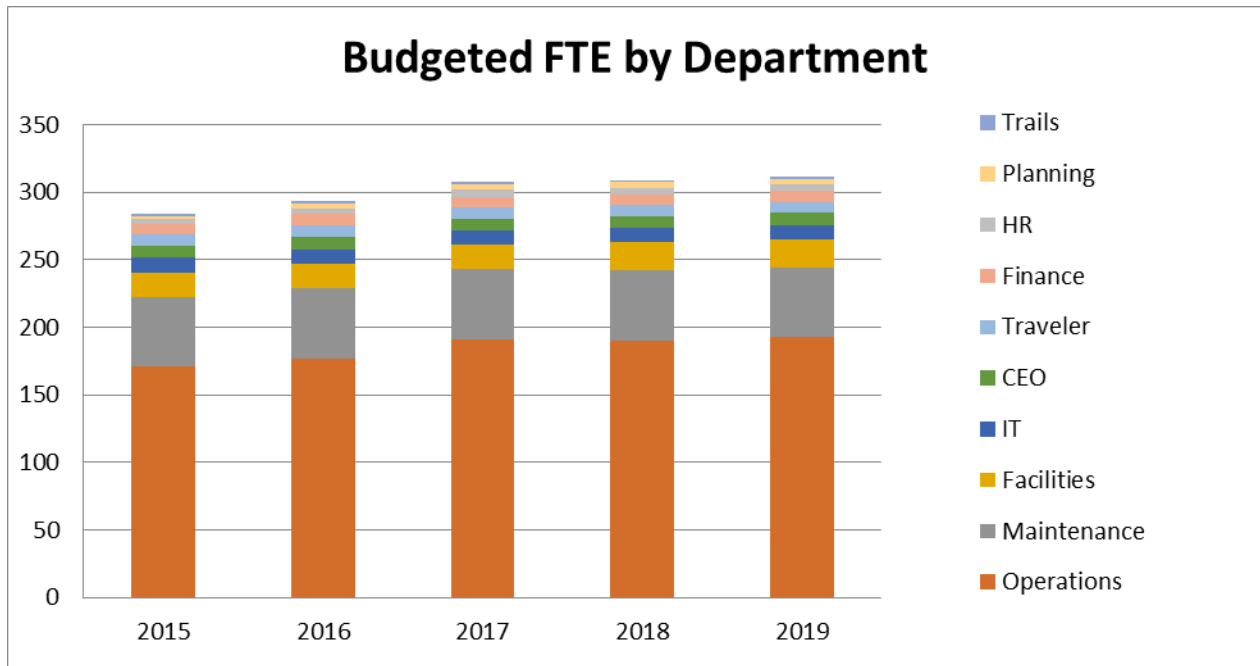
6. Other Financing Sources and Uses Assumptions

- Approximately **\$420,000** 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 **\$135,000** of current available resources from the General Fund to the Service Contract Special Revenue Fund.
- In accordance with bond resolutions, approximately \$2.3 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, 2012, and 2013.

7. Staffing

- Assumes **311.2** full-time equivalents compared to 308.9 budgeted in 2018.



8. Major Goals

Placeholder for Budget status of the 2019 major goals identified in the 2019 5-Year Strategic Plan document:

Items included in draft budget:

- Continue to provide support for expansion of WE-cycle throughout Roaring Fork Valley
- Expand the Learning Management System to all departments
- 4 diesel bus replacements
- Engine replacements
- GMF improvements
- Additional seasonal trail staff

Items not reflected in draft budget:

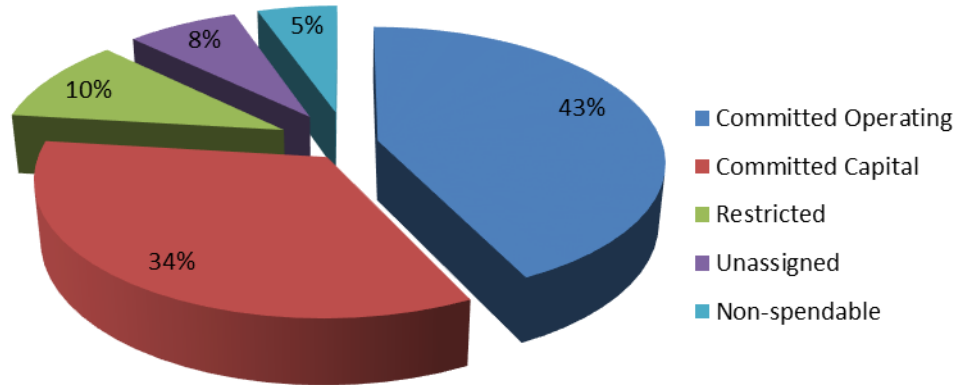
- Destination 2040

9. Fund Balance

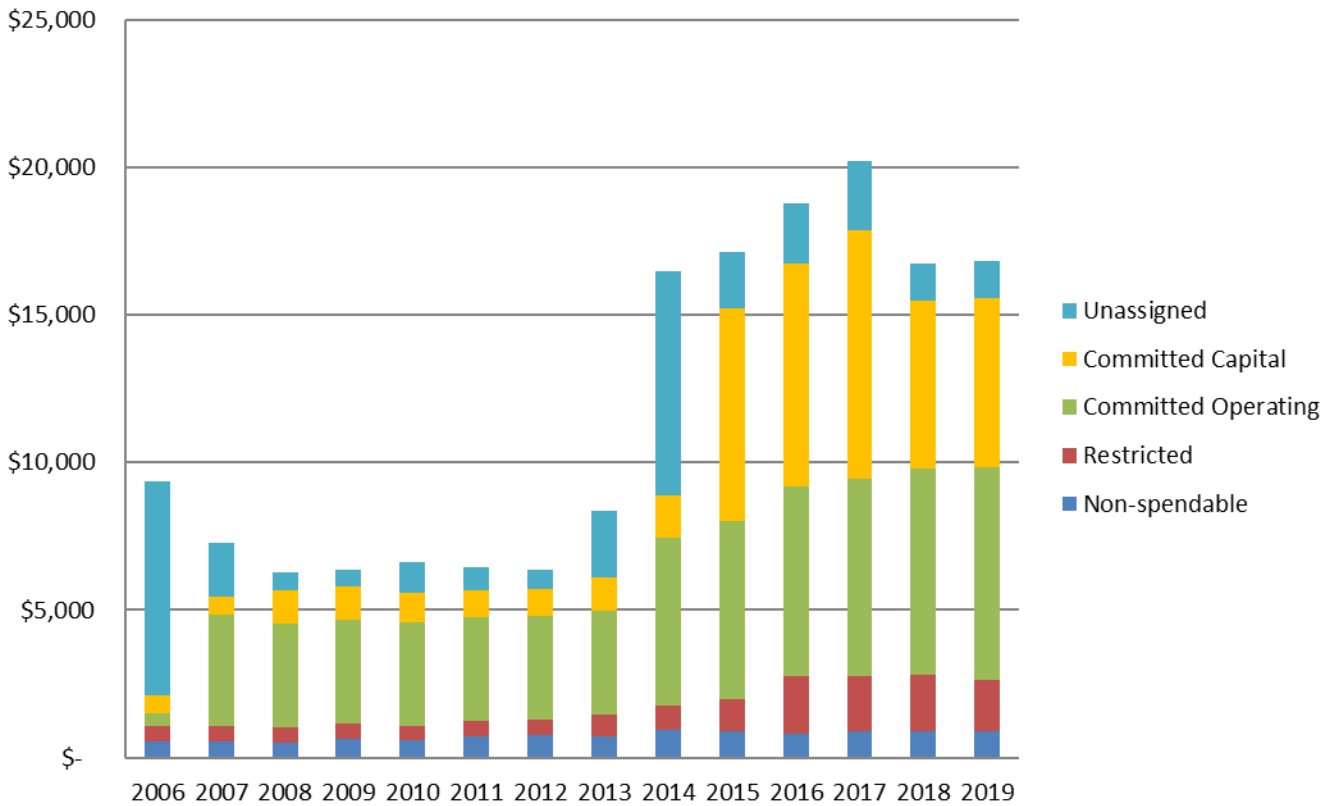
	General	Service	Bus	Mid	Debt	
(1,000's)	Fund	Contracts	Stops/ PNR	Valley Trails	Service Fund	Total
Beginning fund balance (budget)	\$ 16,739	\$ -	\$ 97	\$ 127	\$ 2,499	\$ 19,462
Revenues	\$ 34,624	\$ 11,688	\$ 469	\$ 63	\$ 694	\$ 47,538
Expenditures	\$ (31,685)	\$ (11,823)	\$ (890)	\$ (121)	\$ (2,930)	\$ (47,448)
Other financing source/(use)	\$ (2,637)	\$ 135	\$ 420	\$ -	\$ 2,236	\$ 155
Change in net assets	\$ 302	\$ 0	\$ -	\$ (58)	\$ -	\$ 244
Ending fund balance	\$ 17,041	\$ 0	\$ 97	\$ 69	\$ 2,499	\$ 19,706
Ending fund balance composition:						
Non-spendable fund balance	\$ 903					\$ 903
Restricted fund balance	\$ 1,726	\$ 0	\$ 97	\$ 69	\$ 2,499	\$ 4,392
Committed fund balance:						
Operating reserves	\$ 7,198					\$ 7,198
Facilities capital reserves	\$ 2,014					\$ 2,014
Transit capital reserves	\$ 3,004					\$ 3,004
Trails capital reserves	\$ 885					\$ 885
Unassigned fund balance	\$ 1,311					\$ 1,311
Ending fund balance	\$ 17,041	\$ 0	\$ 97	\$ 69	\$ 2,499	\$ 19,706

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.

2019 Projected General Fund Fund Balance Composition



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 2009B Debt Service Fund reports all principal and interest expenditures for the \$21 million bond issuance and interest earned as required by resolution. This offering used a U.S. Government Program called Build America Bonds that allow Federal reimbursement of 35% of the interest paid.

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

The Series 2013A Debt Service Fund reports all principal and interest expenditures for the \$2 million bond issuance and interest earned as required by resolution. This is a tax-exempt issuance.

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

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

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

Meeting Date:	October 11, 2018
Agenda Item:	2018 Recreational Trails Plan Update, or RFTA Rio Grande Trail Master Plan
Policy #:	Board End Statement 1.1 says: “The Rio Grande Corridor is Appropriately Protected and Utilized.”
Strategic Goal:	Facilities and Planning Departments: Manage the Rio Grande Railroad Corridor and Rio Grande Trail for non-motorized, multi-modal uses.
Presented By:	Jason White, Assistant Planner
Recommendation:	Information Purposes Only
Core Issues:	<ol style="list-style-type: none"> 1. The <i>Comprehensive Plan for the Aspen Branch of the Denver & Rio Grande Western Railroad Corridor</i> (Comp Plan) is the guiding document for managing the railbanked Rio Grande Railroad Corridor, which includes the Rio Grande Trail. The Comp Plan was last updated in December 2005. 2. The 2005 Comp Plan also included updates to two specific management plans as attachments; the <i>Access Control Plan (ACP)</i> and the <i>Recreational Trails Plan (RTP)</i>. The ACP update was successfully adopted by the RFTA Board in early 2018, and now the Recreational Trails Plan is being updated with a similar planning and public outreach process. 3. The <i>2005 Recreational Trails Plan</i> was very comprehensive and assessed many trail components and user group concerns. The purpose of the <i>2018 Recreational Trails Plan Update</i>, also being referred to as the <i>Rio Grande Trail Master Plan</i>, is to confirm 2005 plan elements and gather public feedback on additional trail components or issues that were overlooked or have gained more importance in the last 13 years. 4. RFTA Planning and Corridor/Trail staff are leading the 10-month planning process, in collaboration with regional stakeholders, and contracting with DHM Design for the public outreach process. 5. To date, RFTA staff, in partnership with Pitkin County Open Space staff, have attended seven outreach events from Aspen to Glenwood Springs where they distributed bilingual surveys and gathered feedback from attendees. An online bilingual survey has also resulted in about 475 responses to date; the survey is open through Oct. 31, 2018.
Background Info:	<ol style="list-style-type: none"> 1. Adoption of the components of the Comprehensive Plan Update requires a unanimous vote of the seven original constituent members of the Roaring Fork Railroad Holding Authority (RFRHA). The New Castle Board Member can vote on the Access Control Plan, however his/her vote would not be binding because New Castle was not a constituent member of RFRHA. 2. At the February 8, 2018 meeting, following approval on First Reading of the Access Control Plan on April 13, 2017, the RFTA Board, by a unanimous vote of support, approved on second reading, the Access Control Plan, the first document in the Comprehensive plan. The Access Control Plan document is used to manage the Railroad Corridor as a whole.

	<p>3. With the adoption of the Access Control Plan completed, the Planning staff has moved to a review and update of the second document in the Comprehensive Plan, the Recreational Trails Plan,</p> <p>3. As a reminder, the 2001 Great Outdoors Colorado (GOCO) Legacy grant stipulates that the Corridor Comprehensive Plan (CCP) should be updated every five years. The CCP was last updated in 2005 and adopted in 2006. Technically, the CCP should have been updated in 2010 or 2011, however, due to the staff effort required to implement BRT, the CCP update process was postponed until 2014.</p> <p>4. Elements of the CCP that should be updated on the 5-year cycle are:</p> <ul style="list-style-type: none"> a. Access Control Plan (ACP): The update addresses revisions to access control policies as well as updates the inventory of existing and anticipated uses of the corridor, such as crossings, utilities, and encroachments. b. Recreational Trails Plan (RTP): The update will address the interim recreational trail, which was completed in 2008, as well as any changes to goals and policies.
Policy Implications:	Board End Statement 1.1 says: "The Rio Grande Corridor is Appropriately Protected and Utilized."
Fiscal Implications:	None
Attachments:	Also, please see "Rio Grande Trail Plan Update10-11-18 pdf," included in the October 2018 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the RFTA Board Agenda packet.

**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 11, 2018

Federal Transit Administration (FTA) Visit and Tour of VelociRFTA BRT System:

On Tuesday, October 2nd, Roaring Fork Transportation Authority (RFTA) was honored to have K. Jane Williams, Acting Administrator of the Federal Transit Administration (FTA) tour the VelociRFTA BRT system and stations along the Highway 82 Corridor. Ms. Williams held a media event at 11:00 a.m. at the 27th Street VelociRFTA BRT Station in Glenwood Springs, to personally announce that RFTA was awarded a \$2.2 million FTA Section 5339 Grant.

“Today, I am excited to congratulate RFTA with a \$2.2 million grant. It is a pleasure to congratulate Dan and his team; we are happy to work with them again,” Williams said.

RFTA will utilize the grant to purchase four 57-passenger over-the-road commuter buses, enabling the nation’s largest rural transit agency to modernize buses in its BRT service. Williams highlighted the benefits of rural bus transit to help Roaring Fork Valley residents reach jobs and other important destinations.

“Investing in our nation’s infrastructure is one of Secretary Chao’s top priorities,” Williams said. “This grant will help RFTA accommodate growing ridership on the nation’s only rural BRT system and continue to provide safe and efficient public transportation throughout the valley.”

Ms. Williams who is a member of the USDOT Executive Team, will be making the final decisions regarding the \$1.5 billion BUILD Grant funds available. Ms. Williams was interested in the VelociRFTA BRT stations and how they support Transit Oriented Development. RFTA has applied for \$22.9 million of the BUILD Grant funds for the Glenwood Maintenance Facility expansion project.



Jane Williams, FTA Staff, RFTA Board Members, and RFTA Staff enjoyed a delicious meal at Smoke Modern Barbeque, in Basalt, CO.



Michael Gamba, Mayor of Glenwood Springs, was delighted and honored to welcome Ms. Williams to Glenwood Springs on Tuesday, at the 27th Street BRT station.



Loyda Vasquez, Glenwood Dispatcher, gives a demonstration of the Clever Devise Software to Jane Williams, and FTA and RFTA staff at the Glenwood Maintenance Facility.



Steve Skadron, Jacque Whitsitt, Jonathan Godes, Jane Williams, Jeanne McQueeney, Art Riddile, and George Newman.



Pictured Above: Jane Williams, Acting Administrator; Cindy Terwilliger, Region VIII Administrator; Tiffany Gallegos, Director of Operations and Program Management; Valerie Berton, Public Affairs Specialist; Bruce Robinson, Acting Associate Administrator for Program Management; David Beckhouse, Deputy Regional Administrator; Jane Hickey, CDOT Grant Specialist III; George Newman, RFTA Board Chair; Dan Blankenship, CEO; Michael Yang, CFAO; Kurt Ravensschlag, COO; David Johnson, Director of Planning; Angela Henderson, Assistant Director, Project Management and Facilities Operations; Tammy Sommerfeld, Procurement Specialist I; Jamie Tatsuno, Communications Manager.



Grand Hogback Passengers Disembarking from RFTA Buses in front of Hotel Colorado

RFTA Receives Colorado Association “2018 Large Community Transit Agency of the Year Award.”

Recently, CDOT nominated RFTA for the Colorado Association of Transit Agencies’ (CASTA) “Outstanding Coordination Initiative Award,” because of the ramped up transit services RFTA provided during the Grand Avenue Bridge closure. Instead, this past week, CASTA presented RFTA with its “2018 Large Community Transit Agency of the Year Award.”

In its nomination, CDOT stated the following: *We believe RFTA should receive CASTA’s Outstanding Coordination Initiative based on the following three objectives:*

1) RFTA exceeded the service challenge required to meet the reduction in vehicle traffic. RFTA provided robust transit services to meet the increased demand in ridership and provided back up buses to handle ridership overflows when needed. This required tremendous coordination with local governments, as well as the foresight to develop a transit plan that could handle the challenges of the area, including creative routing to keep buses outside of the detour route.

For example, on RFTA’s Hogback route to the 27th Street BRT Station, RFTA utilized I-70 Exit 116 and dropped riders off at the north end of the pedestrian bridge. Riders then walked across the bridge and got on a bus staged in front of the AMTRAK Station that took them to the 27th Street BRT Station so that they could transfer to BRT buses headed to up valley communities. This connection avoided the detour traffic and allowed riders to connect to up valley locations more conveniently than they could by driving themselves. A dedicated bus lane was also installed south of the project boundary to achieve advertised service times.

2) Full participation in the operational task force committee and stakeholder groups. RFTA was 100% committed to the success of the entire project and participated in over two years of planning meetings. RFTA was a key participant and offered meaningful participation and feedback during stakeholder meetings. RFTA collaborated with multiple project team members to identify and help solve operational challenges. This participation made it easier to quickly adjust and address issues as they arose after the detour went live.

3) RFTA demonstrated leadership through effective management during a mission critical period in the project. RFTA provided a solid plan and leadership during the most challenging aspect of the project. The Roaring Fork Valley has a large commuter population and many riders had never ridden a bus prior to the detour. Publicizing the transit plan required a coordinated public information and marketing campaign. RFTA created materials, maps and assisted with advertising and promotion of the routes. RFTA's operational team integrated into the Grand Avenue Bridge project team and coordinated traffic information, impacts and service plans. Given the numerous unknowns about how the public would respond to the detour and what the demand for RFTA transit services would be, RFTA's managers and supervisors were empowered to make rapid adjustments on the fly in order to make transit services as convenient and comfortable as possible for the public.

Many thanks to CDOT and CASTA for recognizing RFTA's role in helping to lessen traffic congestion during the Grand Avenue Bridge closure!

Disadvantaged Business Enterprise (DBE) Program and 2016-2018 Agency Goal: Nicole Schoon, Executive Assistant to the CEO, Board Secretary, and Regulatory Compliance Officer: Publishing the following Public Notice DBE policy statement in the Board report is a Federal Transit Administration requirement:

PUBLIC NOTICE
ROARING FORK TRANSPORTATION AUTHORITY
GLENWOOD SPRINGS, COLORADO

**DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL FOR THE FEDERAL TRANSIT
ADMINISTRATION FOR FEDERAL FISCAL YEARS (FFY) 2019-2021**

In accordance with requirements of the United States Department of Transportation (DOT), as set forth in 49 C.F.R. Part 26, as amended, the Roaring Fork Transportation Authority (RFTA) in Glenwood Springs, Colorado, hereby notifies the public that it is recommending the following Disadvantaged Business Enterprise (DBE) goal for applicable federally funded contracts during Federal Fiscal Years (FFY) 2019-2021, beginning October 1, 2018 and ending September 30, 2021. The overall total DBE goal for FFY 2019-2021 is **2.0%**.

Information pertaining to this goal and a description of how it was established is available for inspection from 8:00 a.m. to 5:00 p.m. (Mountain Time) at the RFTA Glenwood Springs Administrative Office, 2307 Wulfsohn Road, Glenwood Springs, Colorado, 81601 for 30 calendar days following the date of this notice. Written comments on this goal will be accepted for 45 calendar days from the date of publication of this notice. Comments are for informational purposes only and may be sent to RFTA and the Federal Transit Administration at the following addresses:

Roaring Fork Transportation Authority
Nicole R. Schoon, DBE Liaison Officer
2307 Wulfsohn Road
Glenwood Springs, CO 81601
Email: nschoon@rfta.com

Federal Transit Administration, Region 8 Office
Regional Civil Rights Officer
Byron Rogers Federal Building
1961 Stout Street, Suite 13-301
Denver, CO 80294



DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM POLICY STATEMENT

Roaring Fork Transportation Authority (RFTA) has established a Disadvantaged Business Enterprise (DBE) Program in accordance with the regulations of the U.S. Department of Transportation (DOT) 49 CFR Part 26. RFTA has received federal financial assistance from the DOT and as a condition of receiving this assistance, RFTA has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy and commitment of RFTA that disadvantaged businesses, as defined in 49 CFR Part 26, shall have a level playing field to participate in the performance of contracts financed, in whole or in part, with federal funds. It is also the policy of RFTA to:

- ◆ Ensure non-discrimination in the award and administration of DOT assisted contracts;
- ◆ Create a level playing field on which DBE firms can compete fairly for DOT-assisted contracts;
- ◆ Ensure that the DBE Program is narrowly tailored in accordance with applicable law;
- ◆ Ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBE firms;
- ◆ Assist in the removal of barriers to the participation of DBE firms in DOT-assisted contracts;
- ◆ Assist in the development of firms to enhance the ability to compete successfully in the marketplace outside of the DBE Program;
- ◆ Monitor and enforce contractor compliance in meeting established goal objectives and program requirements; and
- ◆ Ensure RFTA contractors and subcontractors take all necessary and reasonable steps to comply with these policy objectives.

Through such efforts, RFTA will ensure DOT-assisted contracting and procurement related processes promote equity in access, consideration and opportunity for DBEs and other small business in response to requirements set forth under 49 CFR Part 26; "Participation of Disadvantaged Business Enterprises in U.S. Department of Transportation Programs," effective March 4, 1999, and subsequently issued DOT Directives and Final Rules.

As evidence of RFTA's commitment to pursue these policy objectives, Dan Blankenship, Chief Executive Officer (CEO) has designated Ms. Nicole Schoon, Executive Assistant to the CEO and Regulatory Compliance Officer, as the DBE Liaison Officer (DBELO). In this capacity Ms. Schoon is responsible for implementing all aspects of the DBE program. The DBELO has direct access to the CEO for DBE-related matters. Implementation of the DBE program is accorded the same priority as compliance with all other legal obligations incurred by RFTA in its financial assistance agreements with the DOT.

RFTA has disseminated this policy statement to all departments of our organization. Additionally, RFTA will post this policy on the RFTA website www.rfta.com, for DBE and non-DBE businesses that are interested in performing work on RFTA projects. RFTA requires all employees and agents to adhere to the provisions of 49 CFR Part 26.



Dan Blankenship, Chief Executive Officer (CEO)

9/11/18

Date

2018 Actuals/Budget Comparison (August YTD)

2018 Budget Year				
General Fund	August YTD			Annual Budget
	Actual	Budget	% Var.	
Revenues				
Sales and Use tax (1)	\$ 11,706,353	\$ 10,856,468	7.8%	\$ 21,591,000
Grants	\$ 2,148,330	\$ 2,148,329	0.0%	\$ 6,524,625
Fares (2)	\$ 3,224,733	\$ 3,285,041	-1.8%	\$ 5,021,000
Other govt contributions	\$ 1,722,622	\$ 1,719,857	0.2%	\$ 4,102,426
Other income	\$ 483,942	\$ 418,363	15.7%	\$ 651,440
Total Revenues	\$ 19,285,980	\$ 18,428,059	4.7%	\$ 37,890,491
Expenditures				
Fuel (3)	\$ 663,584	\$ 1,023,880	-35.2%	\$ 1,433,758
Transit	\$ 14,213,501	\$ 14,763,509	-3.7%	\$ 21,708,348
Trails & Corridor Mgmt	\$ 207,570	\$ 209,571	-1.0%	\$ 540,120
Capital	\$ 2,623,789	\$ 2,616,732	0.3%	\$ 13,562,016
Debt service	\$ 736,286	\$ 736,286	0.0%	\$ 1,512,971
Total Expenditures	\$ 18,444,729	\$ 19,349,978	-4.7%	\$ 38,757,213
Other Financing Sources/Uses				
Other financing sources	\$ 28,885	\$ 28,885	0.0%	\$ 150,000
Other financing uses	\$ (1,729,769)	\$ (1,729,769)	0.0%	\$ (2,757,871)
Total Other Financing Sources/Uses	\$ (1,700,884)	\$ (1,700,884)	0.0%	\$ (2,607,871)
Change in Fund Balance (4)	\$ (859,633)	\$ (2,622,803)	67.2%	\$ (3,474,593)

(1) Timing issue, as Sales tax revenue is received 2 months in arrears (i.e. June sales tax is received and recorded in August).

(2) Through August, fare revenue is up 3% and ridership is up at 4% compared to the prior year. Over the course of the year, the timing of bulk pass orders by outlets and businesses can affect the % change. The chart below provides a YTD August 2017/2018 comparison of actual fare revenues and ridership on RFTA regional services:

Fare Revenue:	YTD 8/2017	YTD 8/2018	Increase/ (Decrease)	% Change
Regional Fares	\$ 2,715,595	\$ 2,765,196	\$ 49,601	2%
Maroon Bells	\$ 411,038	\$ 447,551	\$ 36,513	9%
Total Fare Revenue	\$ 3,126,633	\$ 3,212,747	\$ 86,114	3%
Ridership on RFTA Regional Services*:	YTD 8/2017	YTD 8/2018	Increase/ (Decrease)	% Change
Highway 82 (Local & Express)	658,125	627,614	(30,511)	-5%
BRT	617,336	666,042	48,706	8%
Carbondale Shuttle	94,638	105,191	10,553	11%
SM-DV	50,860	52,555	1,695	3%
SM-INT	142,223	174,845	32,622	23%
Grand Hogback	74,251	70,600	(3,651)	-5%
Maroon Bells	145,613	158,299	12,686	9%
Total Ridership on RFTA Fare Services	1,783,046	1,855,146	72,100	4%
Avg. Fare/Ride	\$ 1.66	\$ 1.63	\$ (0.03)	-2%
Avg. Fare/Ride MB	\$ 2.82	\$ 2.83	\$ 0.00	0%

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

(3) The significant savings is primarily attributable to the Alternative Fuel Excise Tax Credit (CNG) from 2017 of approximately \$228,372 which was received and recorded in June 2018 (the Bipartisan Budget Act of 2018 was passed on February 9, 2018 which retroactively reinstated fuel tax credits through the end of 2017).

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

RFTA System-Wide Transit Service Mileage and Hours Report								
Transit Service	Mileage August 2018 YTD				Hours August 2018 YTD			
	Actual	Budget	Variance	% Var.	Actual	Budget	Variance	% Var.
RF Valley Commuter	2,753,143	2,773,960	(20,817)	-0.8%	124,794	125,794	(1,000)	-0.8%
City of Aspen	396,830	402,243	(5,413)	-1.3%	44,482	44,550	(68)	-0.2%
Aspen Skiing Company	197,695	216,009	(18,314)	-8.5%	14,852	14,463	389	2.7%
Ride Glenwood Springs	79,630	82,160	(2,530)	-3.1%	6,543	6,930	(387)	-5.6%
Grand Hogback	144,440	145,307	(867)	-0.6%	5,653	5,655	(1)	0.0%
Specials/Charters	7,055	4,027	3,028	75.2%	664	469	195	41.6%
Senior Van	13,579	11,585	1,994	17.2%	1,226	1,184	42	3.5%
MAA Burlingame	23,712	23,313	399	1.7%	1,690	1,681	10	0.6%
Maroon Bells	54,772	53,260	1,512	2.8%	4,418	4,334	83	1.9%
Total	3,670,856	3,711,864	(41,008)	-1.1%	204,323	205,061	(737)	-0.4%

Roaring Fork Transportation Authority System-Wide Ridership Comparison Report				
Service	Aug-17 YTD	Aug-18 YTD	# Variance	% Variance
City of Aspen	1,090,192	1,038,887	(51,305)	-4.71%
RF Valley Commuter	1,816,865	1,877,012	60,147	3.31%
Grand Hogback	74,251	70,600	(3,651)	-4.92%
Aspen Skiing Company	468,399	433,754	(34,645)	-7.40%
Ride Glenwood Springs	134,173	115,304	(18,869)	-14.06%
X-games/Charter	28,265	28,398	133	0.47%
Senior Van	2,488	2,712	224	9.00%
MAA Burlingame	52,333	62,844	10,511	20.08%
Maroon Bells	145,613	158,299	12,686	8.71%
GAB Transit Mitigation Svcs.	-	-	-	N/A
Total	3,812,579	3,787,810	(24,769)	-0.65%
Subset of Roaring Fork Valley Commuter Service with BRT in 2018				
Service	YTD Aug 2017	YTD Aug 2018	Dif +/-	% Dif +/-
Highway 82 Corridor Local/Express	658,125	627,614	(30,511)	-5%
BRT	617,336	666,042	48,706	8%
Total	1,275,461	1,293,656	18,195	1%

2019 RFTA Annual Budget – Schedule

Date	Activity	Status
8/9/2018	Discussion/Direction/Action: Preliminary planning initiatives, assumptions and issues.	Completed
9/13/2018	Presentation/Direction/Action: 1st draft budget presentation	Completed
10/11/2018	Presentation/Direction/Action: 2 nd draft budget presentation	<i>On schedule</i>
11/8/2018	Public Hearing: Final budget presentation and adoption	<i>On schedule</i>

2018 RFTA Annual Budget Document – Distinguished Budget Presentation Award

RFTA was notified via letter dated July 17, 2018 that it had received the Distinguished Budget Presentation Award for the current budget (2018) from the Government Finance Officers Association (GFOA).

From the award letter...*“This award is the highest form of recognition in governmental budgeting.” “The award represents a significant achievement by the entity. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation.”*

This marks the 12th consecutive year (2007-2018) where RFTA has received this recognition.

Press release is below. A copy of the budget document can be found online at: <http://www.rfta.com/public-documents/>.



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

FOR IMMEDIATE RELEASE

July 17, 2018

For more information, contact:

Technical Services Center
Phone: (312) 977-9700
Fax: (312) 977-4806
E-mail: budgetawards@gfoa.org

(Chicago, Illinois)--Government Finance Officers Association is pleased to announce that **Roaring Fork Transportation Authority, Colorado**, has received GFOA's Distinguished Budget Presentation Award for its budget.

The award represents a significant achievement by the entity. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as:

- a policy document
- a financial plan
- an operations guide
- a communications device

Budget documents must be rated "proficient" in all four categories, and in the fourteen mandatory criteria within those categories, to receive the award.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual(s) or department designated as being primarily responsible for having achieved the award. This has been presented to **Michael T. Yang, Chief Financial & Administrative Officer**.

There are over 1,600 participants in the Budget Awards Program. The most recent Budget Award recipients, along with their corresponding budget documents, are posted quarterly on GFOA's website. Award recipients have pioneered efforts to improve the quality of budgeting and provide an excellent example for other governments throughout North America.

Government Finance Officers Association is a major professional association servicing the needs of more than 19,000 appointed and elected local, state, and provincial-level government officials and other finance practitioners. It provides top quality publications, training programs, services, and products designed to enhance the skills and performance of those responsible for government finance policy and management. The association is headquartered in Chicago, Illinois, with offices in Washington D.C.

Washington, DC Office
Federal Liaison Center, 660 North Capitol Street, NW, Suite 410 • Washington, DC 20001 • 202.393.8020 fax: 202.393.0780
www.gfoa.org

Leadership APTA Class of 2018

The American Public Transportation Association (APTA) has a legacy of developing leaders and investing in the workforce. Leadership APTA is the transit industry's premier professional development program for senior executives. RFTA's CFAO, **Michael Yang**, successfully completed the program and celebrated with his graduating Class of 2018 at the 2018 APTA Annual Conference in Nashville, Tennessee.

See the article below from *Passenger Transport* (Monday, September 24, 2018 Volume 76, No. 18) which can also be found here: http://www.nxtbook.com/yqsreprints/APTA/g99333_apta_september2018/index.php#/1

More information about the Leadership APTA program can be found here:

<https://www.apta.com/members/memberprogramsandservices/leadershipapta/Pages/default.aspx>

APTA ANNUAL MEETING honorees will celebrate the contributions and achievements of the Leadership APTA Class of 2018 and welcome the incoming Class of 2019 Tuesday, Sept. 25, 4:30-6 p.m. in Grand Ballroom BC of Music City Central in Nashville. Doran Barnes, chair, Leadership APTA, and executive director of Foothill Transit, West Covina, CA, will preside at the graduation program.

Graduation Program

Members of the graduating class will present highlights from their executive leadership projects. They will share key insights and recommendations based on their cross-industry research and analyses, interviews and conversations with top executive leaders and organizations both within and outside the public transit industry.

This year's projects covered a wide range of industry hot topics including "Transforming Integrated Mobility into Action," "The New Language of Transit," "Customer Data—Using the Power of Data to Transform Decision-Making Methodologies," "Public Transit and Social Responsibility: Homelessness" and "Engaging the Future Workforce."

Full versions of the presentations and related papers will be posted on the Leadership APTA web page, www.apta.com/leadapta, after the Annual Meeting.

Incoming APTA Chair David Stackrow, APTA President and CEO Paul P. Skoutelas and APTA Immediate Past Chair Nathaniel P. Ford Sr. will join Barnes to address both classes and present graduating class members with

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Members of the graduating Leadership APTA Class of 2018 include, from left: seated, I. Elayne Berry, Abhishek Dayal, Laura Cornejo, Gabriel Beltran, Tera Hankins and Terry Nash; second row, Doran Barnes, chair, Leadership APTA; Laura Hester, Brandon Policicchio, Lacy Bell, Pamela Alexander, Sharlane Bailey, Jennifer DeBruhl, Charles Frazier, APTA Chair Nathaniel P. Ford Sr. and APTA President and CEO Paul P. Skoutelas; third row, Mike Finnern, Brian Alberts, Jill Leary, Michael Yang, Diane Cowin, Derick Calhoun and Randy Brewer; back row, Garrett Vandendries, Thomas Stuebner, Michael Hazlett, Sandi Hill, Kwadwo Atta, Robert Kennah.

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certificates of completion and class lapel pins.

Reception Information

Following the graduation, the Leadership APTA Reception will be held in Music City Center Room 201 from 6:15-7:15 p.m. The reception is open to program participants, alumni, and supporters. Reception sponsors currently include Kimley-Horn and Associates Inc., Conduent and Atkins.

Leadership APTA Capstone Session

Members of the Class of 2018 spent an intensive Capstone week in Salt Lake City to round out their program year. The program officially opened with the five project teams delivering their executive presentations to members of the Leadership APTA Committee, class peers and guests including program alumni, along with more than 20 senior and executive level representatives from the Utah Transit Authority (UTA).

Class members engaged in a roundtable session with the UTA executive leadership team, led by Interim Executive Director W. Steve Meyer. Participants learned about the challenges facing the agency and gained insight into UTA's services to diverse communities and jurisdictions in an extensive high-growth area. The agency also led TOD and technical tours around the region.

Grace Crunican, general manager of the San Francisco Bay Area Rapid

Transit District, spoke candidly about daily challenges and decision making in executive leadership. She addressed career advancement and taking risks, the needs and benefits of diversity of thought and organizational cultures, leading change, investing in developing stakeholder relationships and the various needs facing riders and communities.

Barnes led an executive workshop on diversity in the industry and workplace. Eve Williams, president and CEO, Dikita Engineering, and a Leadership APTA Committee member, guided fellow panelists during a session on ethical decision making for transit leaders. Committee Vice Chair Debbie Alexander of Eight22 LLC led an interactive workshop on cultural intelligence, while Barnes facilitated conversations on career next steps and led a discussion on APTA involvement.

Other committee members who participated in the Capstone session included Lauren Skiver (SunLine Transit), Jeff Walker (RTD), Susannah Kerr Adler (Jacobs), Class of 2017 Representatives to the Committee Holly Arnold (Maryland Transit Administration), Francis Julien (Keolis Transit America) and Gaylord Salisbury (Kansas City).

For the past several years, class members have delivered morning "TED Talks—Leadership APTA Style." These deliveries, often based on personal and/or professional experiences, have become one of the highlights of the program year. Nine members of the Class of 2018 presented talks during the week.

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Monthly Planning Department Update: The “10-11-18 Planning Department Update.pdf,” can be found in the October 11, 2018 RFTA Board Meeting Portfolio.pdf attached to the e-mail transmitting the RFTA Board Agenda packet.

Facilities and Bus Stop Maintenance October 11, 2018

Capital Projects Update

Projects currently under construction:

- The replacement of the roof at the GMF was awarded to the firm of Douglas Colony and is approximately 50% complete and proceeding at an acceptable pace. The recent rains are slowing the projects progress but staff does not anticipate the project will fall significantly behind schedule. Once the GMF roof is complete, the roofing crew will move to the AMF to remove and replace the smoke hatches in the old portion of the facility and repair several other locations that are leaning and other flashing issues.
- The replacement of the asphalt drive lane at the GMF where buses exit the fuel and bus wash with concrete pavement is substantially complete and the new lane should be open for use by October 5. This project also included the repair of the damaged curb and gutter at the 27th street BRT station and the new Castle Park and ride.
- The joint project between RFTA and the Blue Lake HOA to construct two new bus stops in Blue Lake and rehabilitate the pull offs at the existing Badger lane and JW drive bus stops is proceeding as anticipated. Staff expects to receive a building permit from Eagle County the week of October 1 and construction should begin by mid-October.
- Staff is currently renovating unit 6 at the Parker House apartments.

Basalt Underpass:

The warranty period for the Basalt underpass project ends the week of October 15. Staff has completed the final warranty walk through with the TOB staff and the contractor and they found no significant warranty issues.

Construction projects completed to date in 2018:

Staff has completed the following construction project this year,

- The replacement of the privacy fencing, installation of an irrigation system and the rehabilitation of the landscaping at the Main Street apartments.
- The replacement of the oil/water separator at the GMF.
- The repair of the shower drains in the AMF operations restrooms.

Construction projects Currently Out to Bid:

- Rio Grande Trail- Sopris Creek bridge repairs.
- Mitigation of the damage done to the CMF procurement offices by the raccoon infestation.

Construction projects currently in the design process:

- AMF tank farm replacement.
- Housing design build POR.
- Rio Grande trail design standards.
- Design of the HVAC upgrades necessary to allow CNG buses to be serviced at the AMF.
- Design of the charging system at the AMF for the electric bus pilot project.
- Design of a facilities parts storage area and safe roof access at the GMF.

Service requests for proposals:

Several contracts for services that RFTA requires are expiring 2018 and 2019 and staff has been working on issuing RFP's for these services. Since many of these services were bid 5 year as ago when the economy was still in the recession and wages and overhead costs were low staff has anticipated that RFTA would see an increase in the cost of these services.

- Staff issued an RFP for janitorial services earlier this year and RFTA received two bids for these services. The bids have been reviewed and found to be acceptable. Cardiff Cleaning was awarded the contract to clean the RFTA facilities in Glenwood Spring and Carbondale and Preferred Property Management was awarded the contract for cleaning of the RFTA facilities in Aspen.
- Over the last year staff took several steps to limit the anticipated increase in the cost of janitorial services and in 2017 a full time custodian was hire to handle a majority of the cleaning at the Aspen Maintenance Facility. The scope of work in the new janitorial RFP significantly reduced and staff has also standardized the cleaning products used throughout the organization. To help control costs staff buys these products in bulk at a discount and is providing these products to the janitorial firms who clean for the organization. Many of these produces come in a concentrated form in bulk containers that fit in dispensing machines to control the amount of product used in each smaller travel containers. There are also number of other factors that staff believes has contributed to the significant cost increase RFTA has seen in janitorial services.
 - The economy is doing much better now than in 2012 when these service were last put out for bid. There have been significant increase in wages and overhead during this time period and 5 years of inflation are reflected in the new costs.
 - When the janitorial serves were last bid the contract was awarded to a firm who bid the services very low and probably below the market rate for janitorial services. The firm was a father son team who were able to make money on the contract by performing a large majority of the work themselves and by doing this they were able to keep their overhead very low. This was a very good deal for RFTA and for the last 5 years it has been the beneficiary of services that were priced below market rates.
 - The work that RFTA has to offer is not that attractive to the industry and therefore RFTA is paying a premium for these services. The work is spread out among multiple dispersed buildings and include the cleaning of public restrooms at the BRT stations and Rubey Park. The public restrooms are heavily used and often horribly abused and required cleaning twice per day in the busy summer and winter season as well as frequent emergency calls to handle hazmat clean ups. The restrooms at RFTA's maintenances facilities were not designed for the numbers of staff who need to use them and the 24/7/365 nature of the organizations services require that these facilities be cleaned twice per day during the busy summer and winter seasons to keep them clean and sanitary.
- The RFP to provide RFTA with snow removal services is out and bids are due back to procurement on Tuesday October 9. This contract will easily be the largest snow removal contract in the valley and probably the most complicated. The contact is very non typical and requires that snow removal services be available 24-7 throughout the winter season. The nature of RFTAs bus operations requires that most of the work be done at night and that facilities are clean and clear of snow in time for RFTA's am peak and pm peak services. Much of the most critical work is done in the CDOT highway 82 right of way where safety is of prime importance and RFTA snow removal operations have to contend with commuter traffic and CDOT continually plowing snow into the bus stations. The contract requires that

the selected firm have access to a large pool of labor and equipment to provide everything from hand shoveling and snow blowers to heavy equipment to sand streets and parking lots as well as graders, loaders and dump trucks to remove large snow and ice accumulations from transit facilities. Snow removal operations are driven by the randomness of snow storms, wind and temperature fluctuations and sometimes requires crews to almost continually remove snow from FTA facilities for days at a time. Staff believes that these factors combined with 5 years of inflation and a stronger economy are going to increase the cost of snow removal services for RFTA.

- On call Architectural and Engineering Services for RFTA were put out to bid earlier this year and the firm of Short, Elliot and Henderson (S.E.H) were selected to provide RFA with on call A&E services for the next 5 years. SEH has a strong team of specialty subcontractors available to RFTA and staff has issued 7 design task orders to them so far in 2019. RFTA is in a good position to quickly handle any design services it requires.

Facilities, Rail Corridor & Trail Update

RFTA Employee Housing

- The Main Street apartment complex in Carbondale, a 5 unit complex with 7 beds, is currently at **71%** occupancy.
- The Parker House apartment complex in Carbondale, a 14 unit complex with 24 beds unit, is currently at **75%** occupancy.
- RFTA's allotment of long-term housing at Burlingame in Aspen, consisting of four one-bedroom units, is currently at **100%** occupancy.
- RFTA Permanent employee housing is currently at **77%**.
- As of May 1st, RFTA had access to five, 3 bedroom SKICO tiny homes in the Basalt Campground. This lease ends on 10/31/18 and any remaining tenants will transition back to the Burlingame Seasonal housing.
- As of September 1st, RFTA has access to twenty, 2 bedroom seasonal units at the Burlingame Housing Facility to accommodate the winter seasonal hiring.

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.
- **Recreational Trails Plan (RTP)** – The Planning Department and Facilities departments are working collaboratively with regional stakeholders to update the 2005 Recreational Trails Plan (RTP), or the RFTA Rio Grande Trail Plan. 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. Jason White will be providing an update at the 10/11/18 RFTA Board of Directors meeting.
- **Covenant Enforcement Commission (CEC)** The annual CEC meeting request for this year's meeting has been sent out to all of the CEC members, we would appreciate it if you would respond with your available dates as soon as possible. As background, 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 34 miles of the Corridor and replaced with Conservation Covenants, in ten discrete areas. The obligations of the Conservation Covenants now belong to RFTA. GOCO allowed modification of its original grant agreement in return for RFRHA making the covenants and setting up the CEC. The CEC is made up members from the original members of RFRHA, Pitkin County Open Space and Trails (POST) and two at-large community members that reside in Pitkin County and Eagle County. In practice, a consultant with familiarity with the Corridor and the Covenants performs an inspection of the Conservation areas and presents a report to the CEC. Based on the annual CEC meeting, the report is reviewed by members of the CEC, and a letter is sent on the CEC's behalf to GOCO, along with a copy of the report. The 2018 Conservation Area Report will be prepared by Newland Project Resources, Inc. - Tom Newland. The staff report will be put together by Brett Meredith, RFTA's Trails Manager. Once both reports are finalized, they will be emailed to the CEC members and a meeting will be scheduled and noticed. Please watch for an email from apascoe@rfta.com with a meeting request and details for the annual CEC meeting.

- **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)
- **South Bridge** – *(NO new update this month.)*



Rio Grande Trail Update

- Staff continues working to beautify the corridor through Carbondale, called the Rio Grande ArtWay.
 - The Masterplan is on RFTA's website. <http://www.rfta.com/trail-documentation/>
 - Please feel free to reach out to Brett Meredith, bmeredith@rfta.com if you have any questions, comments and/or concerns regarding this process
 - Projects include irrigation, picnic areas with shelters, art installations, native landscapes, a Latino Folk Art Garden, creating a Youth Art Park, and adding historical interpretive signs.
 - DeRail Park (SH 133 across from the Park and Ride) has come a long way over the last year or so. An "art fence" has been installed, the soft surface trail has been built, irrigation system is up and running, topsoil and wood mulch have also been spread on site. Trees, shrubs, perennial flowers and grasses have been planted with the help of volunteers.
 - ❖ The shade sail has been installed and the picnic bench is on-site for people to enjoy. See photo below. A bear-proof trash and recycling can is also on-site.
 - ❖ The ArtWay entry "Arch" is currently being vetted/designed.
 - The Latino Folk Art Garden at 8th St in Carbondale has also begun!
 - ❖ A soft surface trail and picnic area infrastructure has been installed.
 - ❖ Trees, shrubs, and perennial flowers have been planted with the help of volunteers.
 - ❖ The irrigation system is complete as well.
 - ❖ A mosaic table and colorful pots were completed and on-site.
 - ❖ A shade sail has also been installed.

- ❖ The public has been supportive and interested groups and businesses are signing up for participation
- Staff has been busy completing projects; which includes tree trimming/removal, asphalt repair, goats, revegetation, ArtWay projects, pavement striping, and bridge inspection/repair.
- Pavement striping along the lower 21 miles of the RGT is complete. We used both solid and skip lines. The solid lines were used at blind curves and at driveways/intersections. The skip lines were used everywhere else. Trail users have responded positively. Our goal with the pavement striping is improved safety and trail etiquette.
- Staff has also installed new regulatory 20 MPH Speed Limit signs along the trail.
- We were hoping to repair the Sopris Creek Bridge in 2018, unfortunately we did not receive any bids for the bridge repair, so this project will be pushed to 2019.
- Goats arrived for duty on August 13 and left on September 21.
 - We had 2 herds this year. Each herd had 225 goats.
 - We are creating a short documentary on the project and it will be ready this fall.
 - The trail users/public were very enthusiastic and supportive of the project again this year.
 - ❖ Please follow up with Brett Meredith with any questions on the goats and Noxious Weed Management.
 - ❖ A few project photos are below.
 - ❖ Staff also completed a “Goat” documentary, which is available for viewing on YouTube at <https://www.youtube.com/watch?v=U1NRQLjaZvM&feature=youtu.be>.
- Staff is staying busy clearing the trail of debris, tree removal and chipping, noxious weed removal, and other maintenance tasks to keep the trail in top-notch condition for the summer season.
 - Although, we have been having issues with our flail mower and are currently not able to utilize this equipment.
- Staff is working on the Recreational Trails Plan update, as a part of the much larger Comprehensive Plan for the corridor.
 - Staff hired DHM to help with public outreach efforts.
 - 3 or 4 “open houses” style were held to gather interest and feedback. We attended farmers markets to engage the community.
 - An online survey is also helping to gather comments.
 - Staff is conducting the annual Covenant Enforcement Committee Trail Tour in early October with consultant Tom Newland.



Photo 1 – Before Goats



Photo 2 – After Goats



Photo 3 – Before Goats



Photo 4 – After Goats



Photo 5 – Before Goats



Photo 6 – After Goats